

## **MIDLANDS CONNECT JOB DESCRIPTION**

<b>Post Title</b>	<b>Business Planning and Compliance Manager</b>
<b>Reporting to</b>	<b>Director of Corporate Services</b>
<b>Team</b>	<b>Corporate Services</b>
<b>Direct Reports</b>	<b>2</b>

### **ROLE PURPOSE**

A key senior member of the Corporate Services Directorate, the Business Planning and Compliance Manager will own and be responsible for driving the strategic business planning, corporate governance, performance and compliance functions of Midlands Connect.

Working closely with senior officials in the DfT, you will support the Director of Corporate Services in essential governance, programme performance and reporting activities including the management of any legal and procurement activities. As part of this, you will manage a small team driving a culture of continuous business improvement whilst enabling the Senior Leadership Team, DfT and our partners to make efficient prioritisation and resource allocation decisions.

You will also own Midlands Connect's risk management framework ensuring its compliance with the Strategic Board and DfT's risk management standards and work closely with Heads of Service across the organisation to ensure the effective control of risk.

Driven by achieving clear, measurable business outcomes, this role requires an individual who has a strategic, business perspective combined with excellent project management skills and the ability use tact, persuasion and negotiation to secure commitment from others to deliver agreed work to defined timescales.

### **ACCOUNTABILITIES**

#### **Multi-Year/Annual Business Plans:**

- Lead and manage the development and delivery of Midlands Connect's Multi-Year/Annual Business Plan (ABP) in accordance with DfT guidance and requirements.
- Ensuring the multi-year/ABP remains relevant, continually refining prioritised activities with the Senior Leadership Team and activity owners and supporting internal and external partner engagement and communications as required.
- Tracking, managing and communicating the annual business plan and objectives including delivery and risk, resource utilisation, and budget.

#### **MC Corporate Governance & Compliance**

- Oversee governance activities to ensure the effective corporate governance of Midlands Connect including maintenance of clear and auditable decision-making processes, ensuring they are in full accordance with Midlands Connects policies and procedures, and agreements with DfT and the accountable body for Midlands Connect.
- Periodically review the overall governance framework for the organisation; ensure it is fit for purpose and provides clearly accountable decision making and oversight.
- Lead and manage any Midlands Connect procurement activities ensuring procedural compliance and strong working relationships with the accountable body as appropriate.
- Manage enquiries and Freedom of Information requests and provide coordinated evidence in accordance with relevant procedures and legislation.

#### **Business Performance/PMO**

- Leading all aspects of business performance, aligning and “connecting the dots” to ensuring an integrated and holistic performance plan.
- Oversee programme reporting providing performance data and insights to support timely and effective decision-making by the Leadership Team, DfT and the wider partnership as appropriate.
- Develop and oversee Midlands Connect’s risk management framework, implementing controls and ensuring its compliance with the MC Strategic Board and DfT’s risk management standards.

#### **Line Management**

- Day to Day Line Management and Performance Management of those staff assigned to this role, providing leadership, direction, mentoring and identifying areas for training/development as required.

#### **RESPONSIBILITIES**

- Own Midlands Connect’s corporate approach to business planning and work across the full breadth of the organisation’s wider leadership team to deliver the overall corporate business plan.
- Maintain a comprehensive overview of progress against the Multi-year Corporate Plan and Annual Business Plan, supporting senior managers in understanding their accountability in the implementation of their assigned activities, identifying to the Director of Corporate Services any significant variation or areas of concern.
- Oversee regular KPI reporting and the communication of results to colleagues, ensuring KPIs are actively used to challenge improve performance. Proactively pursue opportunities to improve the corporate performance monitoring framework.
- Overseeing Midlands Connect’s risk monitoring, ensuring the collation of the risk register and risk appetite statement and assist the Senior Leadership Team in their interpretation and use.
- Work with the Director of Corporate Services to provide a comprehensive Governance framework, ensuring efficient and effective governance processes and up to date documentation.
- Carry out governance and risk assessed monitoring thematic reviews across the business, identifying, and recommending a programme of interventions to achieve continuous business improvement, ensuring effective quality assurance and the overall integrity and coherence of Midlands Connect governance arrangements.
- Provide strategic advice to the Corporate Services Director on all matters pertaining to governance and to establish and embed effective governance and assurance processes to ensure the Midlands Connect team and members of the MC Partnership are fully compliant with the agreed MC Governance arrangements.
- Lead the forward planning of business agendas and decisions going to the MC Strategic Board and other relevant groups including the Audit and Governance Committee.
- Work with the CEO and the Director of Corporate Services to ensure the selection, induction, development, behaviour, performance management and succession for all elected members of the relevant governance Boards/Committees.
- Oversee and manage any Midlands Connect procurement and framework ensuring procedural, procurement and legal compliance and strong working relationships with the accountable body as appropriate.
- Ensure records are managed to highest standards in each team/unit, supporting the needs of the business, providing advice and guidance to staff and ensuring best practice is adhered to.
- Contribute to assessing and, where necessary, proposing improvements to organisational policies, procedures, systems and processes.

- Ensures the deployment of rigorous, defined, consistent and documented assurance processes to teams and systems across Midlands Connect.
- To provide day to day line management and performance management of those staff assigned to this role; including the provision of leadership, direction and mentoring of staff engaged on the delivery of projects within this portfolio.
- Engender a supportive and constructive working culture where all colleagues feel empowered to contribute to new and improved ways of working for their teams, service and organisation.

### PERSONAL SPECIFICATION

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App *	Int **	Other ***
Project and Portfolio Management	x		x		
Demonstrable experience in driving "best in class" operational delivery and organisational performance	x			x	
Demonstrable experience in establishing, managing and communicating partnership/programme governance	x		x	x	
Experience in undertaking a compliance monitoring/assurance role ideally in the public sector.	x		x	x	
Experience in programme reporting and risk management to provide assurance to the partnership	x		x	x	
Proven track record in delivering practical and actionable recommendations that are understood, taken on board and delivered by the business.		x		x	
Practical office experience, including experience in dealing with external stakeholders and suppliers.	x		x		
Experience in securing and providing legal and procurement advice to colleagues.	x		x	x	
Demonstrable experience in supporting board level meetings, setting agendas, producing briefing notes, collating papers, capturing minutes, actions and decisions.	x		x		
Experience of line management and performance management.		x	x		
Knowledge of procurement frameworks and procedures.	x		x		
<b>Skills/Knowledge/Abilities</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Excellent interpersonal skills, including tact and diplomacy.	x			x	
Ability to be a persuasive and articulate communicator and capable of robust dialogue.	x			x	
Ability to problem solve and offer solutions to difficult situations					
Ability to work on own initiative, prioritising work to meet demands	x		x		
Good verbal/written communication skills, including a professional telephone manner.	x		x		
Excellent Team Working.	x		x		
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
University degree and professional certification in related discipline (or equivalent)	x				

Recognised qualifications/certifications in Governance, Project and Change Management		x			
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\* Application, \*\* Interview, \*\*\* Details will be shared at interview stage

### **HEALTH AND SAFETY**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

### **EQUALITY AND DIVERSITY**

To promote and champion equality and diversity in all aspects of the role

### **LEARNING AND DEVELOPMENT**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

### **PERFORMANCE MANAGEMENT**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

### **GDPR (GENERAL DATA PROTECTION REGULATION)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of Midlands Connect information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the Midlands, in all aspects of the role.

### **OTHER**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the Midlands Connect Partnership area on a regular basis.