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**Job Description and Person Specification**

**JOB TITLE**  SMP Business Manager

**JOB GRADE**  Band D, starting salary £43,516 (pay award pending)

**REPORTS TO**  Senior Manager (Strategic Migration Partnership)

**DIRECT REPORTS**

* Policy Officer
* Office Administrator

**KEY PARTNERS**

East of England Local Government Association, Local Authority Members and officers, other partner bodies in the East of England including health, police, voluntary and private sectors, other Strategic Migration Partnerships, national Local Government Association, central government including the Home Office, Department for Education, Department for Work and Pensions, Department for Housing, Communities and Local Government, various national partners

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| **Job Purpose** |

* To support the Senior Manager SMP and the Head of Corporate Business Management in ensuring the SMP achieves its key purposes in accordance with the EELGA corporate systems and processes
* To take responsibility for operational support to business planning, budgetary planning, budget analysis, financial reporting and audit activities of the SMP
* To make recommendations for improvements in business practices

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| **Principal Accountabilities** |

1. To provide operational support for SMP business functions and compliance with EELGA policies including:

* Internal HR and payroll, taking the lead for SMP recruitment activities and to act as first point of contact for HR and payroll enquiries related to SMP
* Onboarding new starters; organising and delivering appropriate induction activities
* Leading on procurement advice to the SMP in line with the EELGA policy and taking account of funding constraints
* Monitoring service level of business continuity plan, advising on and assisting with updates
* Leading on risk management identification, mitigation and monitoring
* Ordering appropriate IT equipment, maintaining the asset log for SMP
* Ensuring compliance with data protection legislation and supporting development of appropriate paperwork such as data sharing agreements
* Developing and monitoring an annual/perpetual governance planner for the SMP
* Supporting the preparation and submission of SLA’s, tenders and funding/grant applications across all areas of SMP business, as directed by SMP colleagues

1. To monitor financial expenditure within the various funding streams and ensure compliance with funding requirements from the Home Office and other Government Departments and funders.
2. To provide communications support for the SMP including:

* Preparing and producing a range of regular communications materials, presentations, publications and reports, including assisting with formal submissions of reports and returns (e.g. to central government or other funders)
* Leading on the production of the SMP newsletter ensuring content is prepared, liaising with EELGA’s PR supplier to finalise, QA and distribute in accordance with EELGA & SMP policies and publication timescales.
* Operating as the key point of contact for the management of the SMP’s website, liaising with the Senior Manager SMP, EELGA’s PR Supplier and EELGA’s Head of Business Development, Comms and Marketing

1. To liaise effectively with partners across the region on migration issues

* Attending and leading meetings, internally and with member councils and other external partners, capturing minutes, actions and ensuring follow up as required.
* Contributing to external local, sub-regional and regional meetings by providing updates and identifying issues to be escalated to relevant national groups and central government

1. To lead the development and delivery of specific projects and operational improvements
2. To be responsible for the preparation and delivery of SMP events and training with support from colleagues as appropriate.
3. To undertake training and development activities aligned to the duties of this role and the postholder’s personal development plan (including mandatory training and EELGA’s internal line management training programme)
4. Such other similar activities as may from time to time be required

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| **Person Specification** |

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| **Education and Training** |
| * Degree or equivalent * Evidence of further professional development and/or relevant professional qualification * Good understanding and experience of business management and practice * Project and programme management experience |
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| **Work Experience** |
| * Experience of working within a politically led context |
| * Experience of supporting external stakeholders and partnership working * A successful record of business management, project and programme management and delivering programmes, performance targets/outcomes and financial targets, to time and budget |
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| **Skills** |
| * Committed to equality of opportunity and inclusion |
| * High standard of oral and written communication skills including persuasion, negotiation and advocacy * Highly developed interpersonal skills, maintaining good relationships with a wide variety of different groups and interests * Ability to manage priorities and meet demanding deadlines * Collaborative and collegiate approach to problem solving * Management of financial and staffing resources * IT skills including digital skills for agile working |
| **Personal qualities** |
| * + - Highly principled and with personal integrity     - Committed to equality of opportunity and social inclusion     - Committed to the concept of mainstreaming asylum, refugee and migrant worker policy work into other strands of public policy     - An ability to work under pressure     - Decisive and assertive while diplomatic     - Consultative and innovative     - Committed to the development of democratic and accountable processes     - Sound strategic and tactical sense     - Good negotiating skills |
| **Special Requirements** |
| * A flexible approach to working hours when the need arises |
| * Ability to work from home, ability to come into the office for team meetings and for specific pieces of work, ability to attend meetings and events across the region and in London on occasions when the need arises |