



Role description

Post:	Business Manager
Location:	Home based
Contract type:	<i>Full time</i>
Contract length:	<i>Permanent</i>
Reports to:	Head of PMO
Grade:	5
Line Manages:	Business Administrative Officer

Job Purpose:

Manage TLAP business and administrative team. Lead TLAP work programme development and implementation, manage progress, and ensure milestones and risk management. Oversee TLAP programme delivery reporting to government and funders, support TLAP Programme Board, manage business and finance policies co-production, and ensure compliance with DHSC grant requirements and SCIE policies and procedures. Accountable for financial management, commissioning, tendering, and efficient administrative operations. Coordinate national TLAP events and deputise for Head of PMO.

Main Duties

1. Develop TLAP work programme with stakeholders.
2. Monitor workplan, milestones, and risks.
3. Report TLAP programme delivery to government and funders.
4. Business Support TLAP Programme Board and ensure governance compliance.
5. Co-produce business and finance policies and processes with team, National Coproduction Advisory Group and SCIE finance and HR teams.
6. Manage TLAP core team functions and budgets.
7. Align activities with measurable targets to work programme.
8. Maintain reporting mechanisms and performance indicators.
9. Review programme activities and recommend improvements.

10. Manage financial authority, tracking, and audit systems.
11. Oversee commissioning, tendering, and contract management.
12. Manage TLAP material supply and inventory.
13. Address operational issues and improvement opportunities.
14. Liaise with external partners and support meetings and events.
15. Line manage and coordinate Business Administrative Officer's work.
16. Plan and deliver national TLAP events.
17. Deputise for Head of PMO and manage recruitment processes.

General responsibilities:

1. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
2. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
3. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
4. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
5. Other tasks as may be required, commensurate with the level of the post

General Comment

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

PERSON SPECIFICATION

ESSENTIAL CRITERIA
Aptitude / Abilities / Skills
Skilled in all aspects of administration and budget management
Experience of autonomous working at senior level
Ability to build effective relationships, influence and negotiate with internal and external stakeholders at every level of seniority
Experience of commissioning and procurement
Excellent people management skills
Experience of working in coproduction with people with lived experience
Excellent communication skills to include the ability to communicate effectively and sensitively with a wide range of stakeholders
Good team worker with a collaborative approach to work
Ability to manage and prioritise a complex and demanding workload
Experience of coproducing processes and procedures with various stakeholders
Experience
At least 10 years experience working in administrative roles
Experience working under own supervision
Education / Knowledge
Previous experience in a similar finance/accounting role implementing financial procedures in a busy environment
Knowledge of Business Central or similar financial system
Good IT skills in particular MS Office packages
Experience of using spreadsheets and databases on a regular basis
Attitudes / Personal Characteristics
A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity and probity
A demonstrable commitment to continuing professional development and to keeping up-to-date with new developments as relevant