

# Business Manager

## Job description and person specification

<b>Role</b>	Business Manager
<b>Pay</b>	B2: £38,274 - £45,156. RDS employees start at the first point on the scale. For roles where there are recognised recruitment difficulties or under other exceptional circumstances, a level of flexibility may be considered.
<b>Hours</b>	35 per week
<b>Employment type</b>	Permanent.
<b>Closing date</b>	28 April 2024
<b>Reports to</b>	Operations Director
<b>Direct reports</b>	0

### Responsibilities

- Work with the Chair, CEO and Operations Director in support of good corporate/charity governance.
- Manage, coordinate, and schedule the regular cycle of Board and Subcommittee meetings, including agendas, papers, minute taking, and following up on action points.

- Proactively manage the organisational risk framework, risk management approaches, and risk registers.
- Operate as part of the Corporate Management Group, providing reports and insights on key aspects of corporate effectiveness and delivery.
- Proactively manage, lead and report on the development of the company's CO2 strategy and initiatives, including support to the RDS Green Team.
- Work with the Operations Team to oversee the maintenance and updating of policies across RDS.
- Manage internal registers to ensure the smooth operation of work across RDS – including partnership agreements register, actions generated by committees and working groups, and others.
- Work collaboratively across the organisation to ensure that the Business Plan and Delivery Plan are monitored and prepare progress reports.
- Provide support and guidance on the management of our office facilities, and the health and safety of our colleagues at work.
- Take a view of the overall effectiveness and efficiency of the organisation and work to implement agreed improvements.

## Person specification

### Knowledge, skills and experience

- Experience of managing competing priorities with flexibility to adapt to changing business needs. **Essential**
- Ability to communicate clearly in writing and face to face with a range of colleagues and wider stakeholders. **Essential**
- Ability to develop positive working relationships and work successfully with a range of stakeholders at all levels in a multi-disciplinary environment. **Essential**
- Experience in successfully managing projects driving continuous improvement and managing risk. **Essential**
- Proficiency in IT including Microsoft Office Suite including Teams, Visio, Document Management Systems. **Essential**
- Knowledge or awareness of regulations governing charities or ability to learn or previous experience in a similar role in either the public or voluntary sector. **Desirable**
- Experience in supporting an organisation's finances, either on payments or accounting. **Desirable**
- Knowledge of and experience in coordinating Health and Safety matters. **Desirable**

### Qualifications

- Agile project management qualification, or equivalent experience. **Desirable**
- Health & Safety NEBOSH, IOSH or similar. **Desirable**