Directorate Business Support Manager

Infrastructure and Organisational Development

At a glance:

Grade: I
Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

Ensure the efficient and effective operation and delivery of the Infrastructure and Organisational Development (IOD) directorate support function and its day-to-day activities, delivering on key priorities and driving improvement and change.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Lead the delivery and improvement of Infrastructure and Organisational Development (IOD) directorate support functions including:

- Directorate Management Team business support.
- Directorate business support processes.
- Committee reporting.
- Performance management and reporting.
- Information governance including freedom of information requests.
- Compliments and complaints.
- Business continuity.

Support the IOD Directorate Management Team in the development, review and update of strategies, plans, risk registers and other core directorate documents.

Update and publication of relevant information on the Council's Website.

All aspects of line management for the directorate business support team.

Financial responsibility for the directorate business support team budget.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either:
Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in a relevant subject area
OR
Having a minimum of 5 years previous relevant experience, as detailed below.
Experience of business support processes and procedures.
Experience of directorate support processes, for example; performance, information governance, business continuity, risk management, and/or complaints.
Experience of report writing, analysis and creating presentations.
Experience of line management or supervision of people.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	Yes	Term Time Post:	No