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| Job Family: | Partnership & Commissioning - Front Line–Professional knowledge | Grade: | 9 |
| Job Title: | Business Continuity Programme Manager | Directorate: | EH&R |
| Date: | 13 August 2019 | Version: | 1.0 |

Brief Description of job role and department

Department:

This post will usually operate from within the Safer Sutton Partnership Service (SSPS) based in Sutton Police Station, and from the Council Offices in Denmark Road, Carshalton and Civic Offices Sutton. The post holder will report to the Head of Community Safety Services and to the Assistant Director Customers and Commissioning for any matters relating to Brexit.

The post holder will work closely with the Council's Emergency Planning Service but will occupy a broader role across the Council's corporate management structure.

The SSPS is a unique partnership between Sutton Council and the Metropolitan Police Service that provides community safety services with the aim of continuing to lower crime and keep Sutton as one of the safest Boroughs in London. Services provided include Public Space CCTV, Prevent and Hate Crime, Integrated Offender Management, Emergency Planning, Business Continuity and Events Safety.

Note, employment is conditional on the postholder completing and successfully holding Met Police Vetting (Non Police Personnel Vetting Level 2) in order to operate from Sutton Police Station. Failure to pass Met Police Vetting will result in the immediate termination of contract.

Job role:

The general purpose of the role is to:

1. Lead on the development of corporate capabilities and resilience to cope with, and realise the opportunities from, the UK's departure from the European Union (Brexit).
2. To lead on the provision of technical and specialist advice and knowledge to shape and inform organisational decisions in relation to Brexit.

3. Lead on proactive engagement with key stakeholders, partners, local communities and businesses to communicate the impacts of Brexit and support available.
4. Horizon scan emerging and foreseeable risks to the Council (and partners) in relation to Brexit and communicate effectively with services to mitigate identified risks.
5. To support and offer expertise on wider programme management of Council projects and programmes and lead on these, where directed to do so.

Representative accountabilities

- Lead on the development of specific policies and procedures to contribute to the continuous improvement in own work area.
- Where relevant coordinate the work of a team, either formally or as part of a project/programme, to ensure individual and team objectives are delivered.
- Manage individual projects or systems to ensure work objectives are delivered in line with agreed standards and/or statutory requirements.
- Regularly communicate with partners and service providers to share information and build working relationships to support collaborative working.

Budgetary accountabilities

- To be responsible for managing the expenditure of the specific 'Brexit' funding allocated to Sutton Council and ensuring it is effectively contributing to local preparations.
- Ensure that the best use is made of financial resources and support the achievement of balanced budgets and income and savings targets, as required.

Specific accountabilities

- To identify and understand the risks that could arise from Brexit to the Council and the Borough.
- To identify what mitigating measures and contingency arrangements can be developed to alleviate or adjust to the impacts of Brexit to the Council and the Borough.
- To develop relationships with key stakeholders within the Borough and across the region to understand the impacts of Brexit on their Councils/businesses.
- To engage with the local public sector, the voluntary and community sector, and community groups and businesses to effectively communicate the impacts of Brexit and prepare for the potential local impacts of a 'no-deal' Brexit.

- To ensure effective communication is disseminated that details the measures the Council is taking to mitigate the impacts on service delivery and how the Council is supporting local residents and businesses.
- To ensure information related to Brexit, disseminated from Government and partners, is cascaded to key stakeholders, residents and businesses.
- To provide advice and subject matter expertise to the Council's Corporate Management Team (CMT) in relation to Brexit and regularly report updates on Brexit readiness.
- To proactively raise to the local leadership any emerging trends, issues and other local intelligence that might assist in no deal preparations.
- To work with internal services to determine what impacts could occur on the Council's services, suppliers and supply chains, and develop and review contingencies to minimise service disruption and enhance resilience.
- To brief and advise the Brexit Lead Officer on progress and support their work with regional leads and central Government
- To keep abreast of changing Government advice, policy and legislation relating to Brexit and advise services and partners as necessary.
 - To be the lead officer for ensuring the Council is compliant with the requirements placed on all London local authorities in relation to Brexit and has taken all reasonable steps, in line with national guidance and messaging, to prepare for Brexit.
 - To provide wider support or leadership, as necessary, to corporate and/or directorate programme management of projects/programmes.
 - To liaise regularly and work closely with the Council's Emergency Planning Service to ensure wider awareness and understanding of risks and ensure the Council possesses appropriate plans to respond to 'Brexit related emergencies', such as civil unrest and disruption to accessible goods/services.
 - To attend the Borough Resilience Forum (BRF) and provide updates to partners with regards to Brexit planning and related activity undertaken by the Council and ensure that the BRF has appropriate preparedness for a no deal Brexit that account for relevant local circumstances and potential impacts on local communities
 - To attend the Council's Brexit Planning Group and participate in raising awareness of the impacts and opportunities from Brexit, and ensuring the council has a team in place which is equipped to respond to the impacts of Brexit.

- To liaise closely with neighbouring Boroughs and other local authorities to enhance coordination, efficiency and wider understanding in relation to Brexit impacts.

Role Profile - Details Specific to Job Family

These roles focus on working in partnership with the community to identify outcomes and then to work with third parties and the community itself to design and commission services to best meet the needs of the citizens and communities in Sutton. These roles are accountable for the outcomes, but jointly with partners and often with little direct operational control. In order to achieve outcomes, these roles are required to work collaboratively with others, the most common example being commissioning staff that will monitor local partner activity in order to ensure the delivery of high quality results.

At the lower levels, these roles undertake specific commissioning for discrete services. At the higher level, these roles set commissioning outcomes across a broad range of thematic services.

Role Profile - Details Specific to Grade

Will have accountability for achieving clearly specified and measurable results either personally or through the leadership of a team. Will be dealing with the most complex problems and issues within the boundaries of technical or professional skill and knowledge. Will make recommendations on procedural improvements and other initiatives to enhance team performance.

Roles requiring a level of professional expertise to work with delivery partners to ensure the delivery of a service.

Person specification (knowledge, skills, experience and behaviours required in the role)

- To have extensive experience managing projects and programmes and demonstrate substantial knowledge of how to successfully manage large scale projects.
- To possess relevant project/programme management qualifications (APM, PRINCE, etc.).
- To have a relevant degree or be able to demonstrate equivalent knowledge and skills through training in a relevant area related to project/programme management.
- To have a general understanding and awareness of Emergency Planning and Business Continuity, and how to effectively develop contingency arrangements for risks.
- To have a thorough understanding of the legislation and associated guidance relevant to Brexit.
- To be able to demonstrate a commitment to personal development in order to meet the changing demands of the position.

- To possess effective problem solving skills and be confident in making decisions to resolve situations that arise.
- To possess excellent leadership skills in order to motivate colleagues and wider teams/partners.
- To be able to communicate effectively the vision and purpose of the service, build achievement, confidence and skills in others, and create a working culture that is open and responsive to change and challenge.
- To demonstrate experience of leading, influencing and facilitating change management and programme development.
- To have the ability to identify key challenges, issues and gaps that may exist in processes, procedures and frameworks, and put forward innovative and creative solutions to complex problems.
- To be able to challenge and critically evaluate information and data, considering the bigger picture and wider implications to the service and Council.
- To prioritise workloads effectively and respond quickly to operational requirements and re-prioritise, as necessary.
- To possess the ability to confidently communicate effectively with various audiences, including members of the Council's Corporate Management Team, Councillors, multi-agency partners, internal departments, residents, etc.
- To possess the ability to write and deliver strategic reports and presentations that effectively articulate key messages and promote the resilience agenda to stakeholders.
- To be confident in researching topics and themes of work, and applying analytical skills, to enhance the level of service provided.
- To have an understanding of commissioning and best practice commissioning processes.
- To have well-developed presentation skills in order to effectively articulate key messages to a wide range of audiences.
- To be able to identify the development needs of the Council and to develop proposals for enhancing knowledge/understanding across directorates.
- To have the ability to work well under pressure, prioritise work and possess effective Councilal skills to remain effective in the role.

- To possess experience of using a range of tools and Information Technology applications for project management purposes.
- To possess good interpersonal skills in order to build sound working relationships with key stakeholders and partners.

Additional responsibilities:

- Ensure all health and safety standards are adhered to for the relevant work area.
- Apply diversity and equal opportunities policies in the workplace.