

# Senior Business Manager

Department for Education

**Closing date: 6 Dec 2018**



**Reference number**

1609182

**Salary**

£35,497 - £39,114

**Grade**

Senior Executive Officer

**Contract type**

Permanent

**Business area**

Operations Directorate - Commercial

**Type of role**

Business Management and Improvement  
Commercial  
Governance

Risk Management  
Strategy

### **Working pattern**

Flexible working, Full-time, Job share, Part-time

### **Hours**

37

### **Number of posts**

1

## Location

Coventry, West Midlands : Manchester, North West : Sheffield, Yorkshire and the Humber

## About the job

### **Job description**

#### **Who we are**

The Department for Education is responsible for education, children's services, higher and further education policy, apprenticeships and wider skills in England, and equalities. We work to achieve a highly educated society in which opportunity is equal for all, no matter what their background or family circumstances.

Operations Directorate is responsible for the main corporate functions of the department including: analysis, commercial, data, estates and security, finance, human resources, international education, Operations and Delivery Unit, technology and the governance and relationship standards with the DfE's public bodies. Its role is to support the business to deliver ministerial priorities by ensuring that:

- The department is sufficiently resourced (people, data / information, finance, IT) and organised right to deliver its business objectives; and

- efficient and effective systems and processes, driven by customer needs, underpin our services.

## **Commercial Group**

- The purpose of the commercial function within the Department for Education is to ensure that all commercial and procurement activity supports the Department's priorities and delivers outstanding value for money. It also exists to proactively develop commercial solutions for the wider education sector that reduce waste in procurement and release funds for the front line.
- The commercial function manages a large and diverse set of activities across the department with many high profile and complex contracts and grants as well as running a highly successful Risk Protection Arrangement for academies and a schools buying strategy
- Commercial Group is currently engaged in an exciting growth and transformation programme, with the aim of becoming one of the best commercial teams in Government.

## **The Role:**

The Senior Business Manager is a new role within the Directorate Support Team (DST) reporting to the Head of Business Operations. You will be working in a fast paced and exciting environment using your skills to ensure the smooth-running of Commercial Directorate.

The role operates at the centre of the Directorate and provides a unique opportunity to make a real difference in how the Commercial Directorate is managed.

## **Key Responsibilities:**

- Effective forward Business Planning for the Directorate.
- Managing the coordination of commissions and PQs/FOIs coming into the Commercial Directorate making sure deadlines are met.
- Working across the Commercial Directorate liaising with and influencing a range of stakeholders often at a senior level.
- Development and management of Business Continuity plans for the Directorate.
- Promoting and leading on Staff Well Being activities.
- Lead on the development of Staff Surveys Action Plans.
- Improve compliance with mandatory staff performance requirements.

- Report outcomes of staff performance and talent management discussions across the Directorate keeping safe, highly sensitive and confidential information.
- Encourage reward and recognition nominations for all staff and manage the process.
- Monitor workforce plans and location strategies.
- Provide support to the Director and the Directorate with all Corporate Functions.

**Essential:**

- Experience of working in a fast-moving environment providing direction and support to the business.
- Experience of dealing with a wide range of correspondence including Freedom of Information Requests and Parliamentary Questions while meeting tight deadlines.
- Experience of communicating with and influencing managers at a senior level.
- Experience of business planning and the development of action plans.
- Experience in people performance management activities and promoting staff wellbeing.

**Desirable:**

- A knowledge of the Department for Education or another Government Department.
- Knowledge of commercial functions/willingness to learn
- Microsoft Office 365 skills

**Additional Info:**

This is an exciting time to join the Department for Education, with lots of great opportunities for staff at all levels to develop and grow. This role forms part of a large recruitment drive to transform the delivery of commercial activity. If you want a new challenge and to be part of a busy and innovative team, we want to hear from you.

To find out more about our ambition and the opportunities we are creating, please download the candidate pack.

The role will involve regular travel to other DfE sites.

## Competencies

We'll assess you against these competencies during the selection process:

- Leading and communicating
- Collaborating and partnering
- Delivering at pace
- Seeing the big picture

Civil Service Competency Framework

## Benefits

### Pensions

Civil Service pension schemes may be available for successful candidates.

### Benefits

As a member of the DfE, you will be entitled to join the highly competitive Civil Service Pension Scheme, which many experts agree is one of the most generous in the UK.

You will have 25 days leave, increasing by 1 day every year to a maximum of 30 days after five years' service. In addition, all staff receive the Queen's Birthday privilege holiday and 8 days' bank and public holidays.

We offer flexible working arrangements, such as job sharing, term-time working, flexi-time and compressed hours, along with excellent childcare benefits.

As an organisation that exists to support education and lifelong learning, we offer our staff excellent professional development opportunities.

Applicants currently holding a permanent post in the Civil Service should note that, if successful, their salary on appointment would be determined by the Department's transfer / promotion policies.

To find out more, download the candidate pack attached to this advert.

## Things you need to know

### Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must pass [basic security checks](#).

### Nationality statement

Candidates will be subject to [UK immigration](#) requirements as well as [Civil Service nationality rules](#).

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

### Selection process details

This vacancy is using the [Civil Service Competency Framework](#). Guidance on writing competency examples is available: [A brief guide to competencies](#)

As part of your application, you will be asked to complete a CV and a personal statement (maximum 1,000 words) which will be assessed against the role description and person specification detailed in the job advert.

If a large number of applicants apply, we will undertake an initial sift on the essential criteria, as outlined above.

Candidates that successfully pass the sift will be invited to a competency-based interview. At interview, you will be asked to provide examples to demonstrate how you meet the following Civil Service competences:

- Leading & Communicating
- Collaborating and Partnering
- Delivering at Pace
- Seeing the Bigger Picture

For more information on how to develop a CV and personal statement please

refer to the candidate pack attached.

Feedback will only be provided if you attend an interview or assessment.

### **Nationality requirements**

Open to UK, Commonwealth and European Economic Area (EEA) and certain non EEA nationals. Further information on whether you are able to apply is available here.

### **Working for the Civil Service**

The Civil Service Code sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles.

The Civil Service embraces diversity and promotes equality of opportunity. There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

## **Apply and further information**

### **Contact point for applicants**

For further information on this vacancy please email: [dfc@penna.com](mailto:dfc@penna.com) or call 0800 049 6798.

### **Sift/interview dates and location**

Sift and interview dates to be confirmed. Interview Location to be confirmed. Those candidates invited to assessment will be provided with sufficient notice of confirmed dates.

If successful and transferring from another Government Department a criminal record check maybe carried out.

### **Further information**

A reserve list may be held for a period of 12 months from which further appointments can be made.

New entrants are expected to join on the minimum of the pay band.

Applicants who are successful at interview will be, as part of pre-employment screening subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

### **Terms and conditions of candidates transferring from ALBs and NDPBs.**

1. Bodies that are not accredited by the Civil Service Commission and are not able to advertise at Across Government on Civil Service jobs will be treated as external new starters and will come into DfE on modernised terms and conditions with a salary at the band minimum.
2. Bodies that are accredited by the Civil Service Commission but do not have civil service status will be offered modernised terms and will not have continuous service recognised for leave or sickness benefits. Salaries should be offered at band minimum, but there is some flexibility where this would cause a detriment to the individual.
3. Bodies that are accredited by the Civil Service Commission and do have Civil Service status will be treated as OGD transfers. Staff appointed on lateral transfer will move on to pre-modernised DfE terms (unless they were on modernised terms in their previous organisation). Staff appointed on promotion will move on to modernised DfE terms. Staff will transfer over on their existing salary (on lateral transfer) and any pay above the DfE pay band maximum will be paid as a mark time allowance. Staff moving on promotion will have their salaries calculated using the principles set out in the attached OGD transfer supplementary information.

### **Reasonable Adjustment**

If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes. If you need a change to be made so that you can make your application, you should:

- Contact Government Recruitment Service via

dferecruitment.grs@cabinetoffice.gov.uk soon as possible before the closing date to discuss your needs.

- Complete the “Assistance required” section in the “Additional requirements” page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you’re deaf, a Language Service Professional.

The Department for Education’s recruitment processes are underpinned by the Civil Service Commissioners Recruitment Principles, which outlines that selection for appointment is made on merit based on fair and open competition.

If you feel your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioners Recruitment Principles, you may make a complaint, by contacting the Central Recruitment Team at the following address  
CentralRecruitment.Operations@education.gov.uk

If you are not content with the outcome of your complaint you have the right to complain to the Civil Service Commissioners.

Department for Education do not cover the cost of travel to your interview/assessment unless otherwise stated.

For more information on our roles, please visit our website at [www.makeyourimpactDfE.co.uk](http://www.makeyourimpactDfE.co.uk)

### **Follow link to apply**

<https://bit.ly/2zPpilW>

