

Job profile

Post: Business Manager (E3)

Directorate Chief Executive's Office

Line Manager Chief Executive (CEO)

Purpose: To provide an executive support service for the Chief Executive (CEO) and Chair to ensure their interests are managed and their operational business directed and executed effectively; and to support the CEO's organisational change and performance management objectives within the Scottish Funding Council (SFC).

Key responsibilities

1. Oversee the flow of business through the CEO's office on behalf of the CEO and the Chair in a way that enhances the reputation of SFC. This will include working closely with their Personal Assistants to ensure mailboxes and relevant correspondence are monitored and actioned, and engagements are proactively planned and invitations considered; recommending ways in which the CEO and Chair make best use of their time and plan ahead; and securing quality briefings and support in the execution of engagements.
2. Build and sustain strong working relationships and communication flows with internal colleagues and external stakeholders that relate to the business of the CEO's office and that help deliver SFC's objectives.
3. Understand the political and policy issues that touch on SFC's interests, in order to recognise important issues when they arise, to identify key priorities, and enable colleagues to respond with awareness of relevant sensitivities.
4. Support the CEO to deliver a programme of change across SFC. This will involve working closely with other lead colleagues within SFC and the process underway to explore areas for joint work with the skills and enterprise agencies.

5. Work alongside the Assistant Director of Human Resources (HR) as we continue to build a positive culture and set of values within SFC.

Skills, qualifications and experience

Essential

- Strong interpersonal skills, with the ability to form effective relationships in order to generate confidence, respect, collaborative working, and openness to change.
- Proven ability to analyse, understand and respond to complex issues in an appropriate manner, demonstrating good judgement in a politicised environment.
- Strong organisational and project management abilities to cope with diverse and changing workload while maintaining a high degree of attention to detail.
- High-level oral and written communication skills.
- A resilient, positive and flexible approach.
- Ability to work well as part of a team and to interact well with people at all levels.
- A strong track record of working with others to improve operational effectiveness and to help create a high performing culture within and across teams.
- Good IT skills, with the ability to make effective use of tools such as MS Office.

Desirable

- Ability to manage and develop staff.

Status of job profile

6. We have created this profile to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post-holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.



Committed to equality of opportunity