



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Head of Business Planning
Grade:	MG2
Department:	Corporate Services
Location:	Various offices according to the needs of the service
Responsible to:	Assistant Director of Resources
Responsible for:	Business Planning, Financial Strategy, Capital Strategy, Performance and Risk
	9 staff FTE tbc
Post number:	tbc
	Date: October 2010

MAIN PURPOSE

- To lead and manage the Business Planning team and ensure that effective services are provided on a corporate basis.
- To be a member of the Divisional Management Team and participate in the overall management of the Division.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide advice to Members, the Director, Head of Service and managers across the authority on business planning, financial strategy, capital strategy, performance and risk management.
- To lead on the development and implementation of policies for business planning, performance and risk management.
- To lead on the development and implementation of the council's financial strategy and capital strategy.
- To keep abreast of developments in the field of business planning, financial strategy, capital strategy, performance and risk management, and ensure that these support services operate in accordance with modern good practice.



- To develop, implement and maintain a framework for effective business planning to reflect corporate policies, strategies, and programmes of the council, and to integrate service, financial and performance targets.
- To lead the production and monitor the delivery of the council's corporate business plan, working with Directors, Business Partners and support services colleagues to co-ordinate all inputs and ensure a cohesive and consistent approach.
- To develop and maintain arrangements for meaningful corporate performance management reporting.
- To oversee the production and maintenance of the council's financial strategy, including identification and future projection of available funding and income and corporate spending pressures.
- To oversee the development of management information arrangements for the Resources Division.

Managerial

- To lead, manage and develop the Business Planning team in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focussed services as listed above.
- To be responsible for the team budget in the region of £0.750m per annum, and to ensure that effective financial management processes are maintained within the Business Planning service.
- To manage the team ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities are carried out in accordance with council policy.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Head of Service, Director or council, as appropriate at external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Head of Service or Director.



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Head of Business Planning

Grade: MG2

Date: October 2010

Qualifications and Experience

Professional and post specific requirements

- Experience of business / service planning in a multi-functional organisation
- Experience of budget development and performance management

Management requirements

- Experience of staff management

Skills and Knowledge

Professional and post specific requirements

- Knowledge of local government funding mechanisms and opportunities for income generation
- Understanding of the principles and methodologies for business planning and ability to apply these within a modern, efficient local authority
- Knowledge of performance management techniques as applicable to public services
- Understanding of the management information requirements of a multi-functional business and how processes, systems and technology can be applied to drive efficiency and effectiveness

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Excellent numeracy and analytical skills
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision
- Understanding of the principles of value for money and an ability to apply them in the management of support services
- Understanding of project management and governance principles and techniques and ability to apply them to support service projects
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).