



Job Description

Head of Business and Operations - Portsmouth

Responsible to: Director of Service Delivery and Performance

Location: Based in Portsmouth Hub but travel across Trust is required

Hours: Full time position

Salary: Pay Group 8 (£47,356 to £57,774) (cost of living increase due in Sep 22)

Main purpose of the post: This post has a number of key purposes:

1. To support the strategic development of each Academy by working closely with the Director of Education and Headteachers to enable effective decision making and achievement of Academy aims.
2. To provide high quality strategic financial and workforce planning to ensure that the Academy/Trust makes best possible use of resources and is able to provide the best outcomes for pupils.
3. To lead the service drive team to ensure that high quality services are delivered by each of the central teams to the academies within the hub
4. To be accountable for accurate financial forecasts and budget projections that are produced to support effective decision making
5. Lead the monitoring of risk management across the schools in Portsmouth and ensure that issues are effectively supported and learnt from
6. To champion the values of the central team and provide support on the delivery of the Service Delivery Directorate development plan
7. To be responsible for maximising income generation by supporting development of grant applications to support the school.

The Head of Business and Operations will:

Service delivery

- Build strong working relationships with school and Trust leaders, ensuring needs are understood and aims achieved
- Be an active and visible member of each Academy's community whilst developing partnerships and collaboration between the Academies.
- Lead the Service drive team to ensure each Academy is receiving effective services from the Centre and challenge when needed
- To champion and promote the Trust customer service values to deliver a Trusted, Solution Focused, Approachable and Timely services
- Use internal reporting and monitoring mechanisms such as the Heat Map and Impact Report to develop action plans that lead to sustained impact and improvement
- Embed effective methods of communication between schools and Central teams that ensure all stakeholders receive timely updates enabling effective service delivery
- Be effective in managing issues as they arise, co-ordinating relevant stakeholders in a constructive way to achieve the required resolution.

Financial and Operational Management

- Work with Senior Leaders to develop a strategic plan for the staff and resources of each academy.
- Work effectively with the Portsmouth Hub Finance Business Partner (FBP) to maintain up to date budget and forecast figures for each Academy.
- With the FBP, prepare a five-year financial plan for each of the designated academies and as part of this exercise to prepare the annual budgets which support the financial plan.
- Meet regularly with the Director of Education, Headteachers and FBP to discuss monthly management accounts reports.
- In conjunction with other leaders, support the planning and implementation of capital purchase programmes.
- Liaise with funding agencies to identify and source additional funding and identify potential funding opportunities, agencies or government initiatives to ensure income generation from both diverse and obvious sources.
- Meet regularly with the FBP to review management accounts and provide necessary information that ensures funds are spent appropriately.
- To be the lead officer for the regional Finance and Operations Committee meetings and ensure Governors are all given the necessary information, both at the meeting and in advance, to discharge their duties effectively.
- Work with key finance staff as necessary, to support the audit requirements for each Academy, ensuring that information is timely and accurate.

HR & Payroll

- Support the strategic recruitment plan within each Academy ensuring that staffing decisions are factored into the relevant Academy's budget.

- Maintain effective communication with the Office Manager in each Academy to ensure a co-ordinated approach on HR and payroll matters.
- Ensure all relevant parties are aware of changes to staffing so that relevant paperwork can be checked/updated as necessary.
- Assist the Senior Team in the development of a staffing structure that meets financial considerations

Risk management

- To manage the system of identifying, capturing and monitoring risk across the Portsmouth Hub and ensure that there are effective management actions to manage and reduce risk where possible
- To capture issues that occur across the Portsmouth Hub in a systematic way that allows on opportunity to learn and drive continuous improvement
- To train leaders at all levels to understand their role in the management of risk and ensuring clear accountabilities are in place

Operational delivery planning

- To develop a long term site plan with central and school leadership teams to ensure the site is maintained and developed.
- Ensure a pro-active approach in understanding future aims and priorities and ensure Service Drive Team members are co-ordinated to implement these effectively
- Work with Central Facilities and Technology teams to ensure an effective refresh and refurbishment strategy that meets the needs of schools and Central services

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.