

Job Title: Head of BCRC
Location: Sheffield
Accountable to: Chief Executive, PUAC
Salary: £35K
Hours: 37 hours per week
Leave: 20 days holiday plus 3 discretionary days over the Christmas period plus 8 bank holidays.

Closing date: 26th February 2010

Contents:

Useful information when applying for this job:

- Main objectives
- Key responsibilities
- Person specification including competencies

In addition please read:

- Additional information for applicants
- Guidance notes (for completing the application form)

Head of BCRC

Overview of the role

Based in Sheffield, the Head of BCRC has overall responsibility for ensuring that the project achieves the agreed performance targets, in time and on budget across the Yorkshire and Humber region.



Project Part-Financed
by the European Union
European Regional
Development Fund

This post is part financed by the European Regional
Development Fund

Key Responsibilities

- The development and implementation of the BCRC business plan including staff recruitment and systems implementation
- Managing the development, implementation and delivery of a strategy to ensure BCRC's future continuity and sustainability
- The line management of two Senior Business Advisors, Business Development Manager, Data and Performance Manager, Fraud and e-crime Specialist and Webmaster ensuring that their individual performance targets are achieved and appropriate support and action is implemented as required
- Ensuring a consistently high standard of service delivery by organising appropriate cover for holidays, sickness and relevant training programmes amongst BCRC's team
- Managing a contractual relationships with external partners, ensuring that agreed performance targets are achieved on time and within budget
- Regular analysis, monitoring and review of the project plan in conjunction with the PUAC Chief Executive, BCRC senior management team, Steering Group and project funders to ensure it remains current, relevant, within budget and on track as the project develops
- Regular liaison with Project Finance Manager regarding budgetary issues, decision making and reporting to funders
- Regular analysis, monitoring and review of project performance, taking appropriate action to ensure targets are achieved and a consistently high standard of performance is maintained
- Managing the implementation of and adherence to PUAC policies, procedures
- Managing activities ensuring that they are maintained in line with the contract and business plan
- Ensuring that comprehensive and accurate project reports are produced in a timely manner as required by relevant bodies and individuals
- Liaison with appropriate regional and sub-regional initiatives including: Business Link; Yorkshire Forward; Regional Business Crime Forum; ICT development programme
- Representing PUAC and the project; including delivering presentations and active membership of appropriate bodies

These Key Responsibilities cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Diversity

All staff should adhere to PUAC's Equality and Diversity policy framework and will be expected to play a role in its successful implementation

Person Specification			
Competency		Essential	Desirable
Knowledge & Experience			
1.	Senior project management	✓	
	Leading a diverse team delivering challenging performance targets	✓	
	Managing field based staff responsible for delivering performance related targets		✓
2.	Excellent organisational ability, managing a wide range of project activities in time and on budget	✓	
	Excellent communication skills – verbal and written in both one to one and one to many situations	✓	
	Experience of leading a grant funded project		✓
3.	Successful delivery of sustainability for a grant funded project		✓
4.	Good knowledge of Microsoft Office applications including Word, Excel, email and internet.	✓	
5.	Experience of developing and delivering a business plan	✓	
6.	Experience of working with SME's or voluntary organisations		✓
Competencies	Personal Working Style		
	<ul style="list-style-type: none"> • A self-starter • Well developed interpersonal skills • Able to prioritise, multi-task and flex to meet rapidly changing circumstances • Able to identify opportunities and exploit to maximum effect • Sound strategic thinker • Driven to achieve targets 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	
	Client Focus		
	<ul style="list-style-type: none"> • Passionate about high quality service delivery - identifying needs of clients and striving to 	✓	

	deliver an effective service to meet or exceed their expectations		
	<p>Workload Management</p> <ul style="list-style-type: none"> Establishes priorities and implement clear and logical plans to achieve targets. Drives performance and progress against targets, takes action to ensure deadlines and outcomes are achieved. Manages time and resources effectively. 	<p>✓</p> <p>✓</p> <p>✓</p>	
	<p>Working with others</p> <ul style="list-style-type: none"> Excellent networker Develops effective working relationships Able to respond to the ideas of others positively Identifies common ground and mutual interests with diverse groups and individuals Identifies and utilises contacts effectively. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
	<p>Effective Communication</p> <ul style="list-style-type: none"> Communicates clearly – both verbally and in writing. Ability to influence, motivate and inspire a team Good presentation skills Good listening skills 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
	<p>Valuing others</p> <ul style="list-style-type: none"> Empathic to the needs of others, demonstrating respect and an interest in their views. Diplomatic at all times 	<p>✓</p> <p>✓</p>	

Please Note: You will be required to undergo a CRB Disclosure Check