

## Job Profile Information: Business Development Officer

This supplementary information for the Business Development Officer is for guidance and must be used in conjunction with the Job Capsule for the job family Customer services Job Level 3 Zone 1

### Camden Way Category 3

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### Role Purpose:

To organise and deliver an efficient business support role to Camden Accessible Travel Services (CATS) through efficient use of available resources, ensuring high quality and timely output, whilst maintaining cost effectiveness.

#### Example outcomes or objectives that this role will deliver:

The post holder will produce, monitor and report monthly on financial trading activity in relation to Passenger Services and Fleet Management, and the budget performance of commissioned services in order to facilitate the effective management of CATS budgets. Act as the credit controller relating to all CATS business.

Assist the Business Development Manager in generating Service Level Agreements/Contracts for services undertaken by CATS and those sub-contracted to internal/external suppliers. Assist the Business Development Manager in providing for general efficiency matters of the entire service, with emphasis on financial and resource utilisation to maximize savings, income and/or added value. Provide financial analysis in relation to:

- Accessible transport schemes
- Day centre transport
- Contracts
- Traded services
- Income generation
- Grant or other income applications
- Commissioning requirements
- Business planning

To carry out a range of administrative and general duties as required by the Business Development Manager, including Petty Cash claims in accordance with authorised procedures, word processing, database and spreadsheet manipulation, maintenance of records required in the monitoring of contracts and SLA's and the compilation of spreadsheets required for financial performance monitoring. Produce information reports as necessary

To be responsible for the purchasing of goods, services and consumables (as required), and/or provide help and advice to colleagues with similar responsibilities in the Service. To maintain stock control inventories and asset registers as appropriate. Liaise with contractors and suppliers ensuring contractual specifications are adhered to.

**People Management Responsibilities:**

The post has no traditional line management responsibilities but the post holder may be required to manage junior staff resources, such as apprentices.

**Relationships:**

The post holder's day-to-day management will be by the Business Manager or Team Leader.

The post holder will be expected to develop and maintain relationships across the organisation, particularly with finance officers, service commissioning officers, partner organisations, government departments, clients and residents as required. The post holder will also actively seek to make effective relationships with colleagues across the council and with key stakeholders.

**Work Environment:**

The post holder is required to work flexibly, adjusting their own and others' workloads to meet individual work targets and the priority demands of the team.

They will be required to work as part of a team, and help colleagues wherever possible. They will be office based (York Way Depot) and required to work in a busy and demanding environment in which high level organisational skills may be required to complete tasks. There may be a requirement to work outside normal office hours.

**Technical Knowledge and Experience:**

- Relevant Accountancy qualification or equivalent experience in a similar post
- Experience of working with budgets and financial information
- Experience of working within Adult Social Care or Children's services, ideally with a transport background
- An understanding of how local government works and the functions it delivers
- An understanding of the needs and issues faced by vulnerable Camden residents
- Proven record of managing high work volumes and possess good organisational skills
- Ability to influence stakeholders to achieve desired outcome in a political environment
- Ability to learn and understand issues and processes within a technical environment

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

# CAMDEN ACCESSIBLE TRAVEL SOLUTIONS STRUCTURE SEPTEMBER 2018

