



## **(Senior) Business Manager**

### **Summary**

CUREE is a small independent organisation providing research and development services to the education system. The Business Manager is responsible to the Managing Director and provides or co-ordinates the business functions of the company such as finance, personnel, workload monitoring and other infrastructure services. The post is supported by a small team.

The post is advertised as Business Manager but an appointment at Senior Business Manager level could be made for the appropriately experienced and qualified person

### **The organisation and its work**

The Centre for the Use of Research and Evidence in Education (CUREE) is an independent consultancy at the leading edge of knowledge management in education. We work with a range of individuals and organisations, mostly in the public sector. Our market is changing from one dominated by relationships with government departments and agencies to a more heterogeneous mix of individuals and groups of schools, local authorities, agencies, charities and international organisations. To them, we provide consultancy, research, evaluation, knowledge resources and training supporting the use of research and evidence to improve professional practice.

CUREE works for several different clients at any one time and the responsibilities for all posts are varied and also vary, depending on the current balance of contracts. You will be working in a fast-paced environment where much of the work is groundbreaking and there will be opportunities for the person appointed to contribute in a variety of different ways. In a small team, the jobs have a broad remit which are not sharply delineated. All CUREE staff are multi-talented and develop the range of their skills in post with a lot of support from the organisation and from colleagues. We are committed to the development of our staff as teams and individuals.

We are a small and collaborative core team based in a central location in Coventry and we are able to draw on a range of contributions from associates. We pride ourselves on our flexibility; of the staff and their response to new challenges, and of the organisation in accommodating family friendly work patterns.

### **The Post**

To work with the Managing Director and the Leadership Team (of which you will be a member) to:

- secure the business and resource (including people) management of the organisation
- identify relevant tendering opportunities and support and co-ordinate the development of project proposals
- support the development, implementation and maintenance of operational systems and protocols
- be pro-active in ensuring the company infrastructure is effective, efficient and pro-active through identifying potential issues and proposing solutions.

## **The core duties for the post are:**

### **Identifying new business and business management**

The post holder will be able to proactively monitor and source tender opportunities and scope the viability of opportunities before presenting to Leadership Team colleagues. Once a decision has been reached to submit a tender the post holder will co-ordinate and contribute to tender preparation and master/"mistress"-mind the concluding stages of tender submission

The post holder will manage client and supplier contracts with support from the Managing Director ensuring all projects have an agreed contract and payment schedule in place before commencement of activities.

With support from the Finance Manager, the post holder will maintain an overview of the company's financial position and systems and be part of a small leadership team contributing to meetings and strategy days.

The post holder will be responsible (working with the rest of the leadership team) for scheduling and managing the company's twice yearly strategic review sessions for the leadership and the organisation as a whole.

### **Staffing Management**

The post holder will have line management responsibility for a small team of support staff (Finance Manager, Executive Assistant, Payroll Assistant) and more general responsibility for organising training, overseeing the recruitment process and the systems for induction, salaries, performance review, and leave/absence management

### **Office Systems Management**

The post holder will be responsible for devising and supervising the development and implementation of office systems with specific responsibilities for developing and maintaining clear processes and procedures, dealing with enquiries in a prompt manner, dealing with premises issues and organising office maintenance (largely a question of liaison with the landlord). She or he will also oversee cost effective ordering of stationery supplies, computer equipment, peripherals and office furniture

### **Regulation Compliance**

The post holder is responsible for organising health and safety policy/processes and for maintaining other 'compliance' policies (e.g. liability insurance, GGDR, Copyright) usually on an annual basis

### **Marketing & Communication**

The post holder will support the formulation of the company's marketing strategy and assist with ideas for promotional opportunities

### **Deputising for the Chief Executive and Managing Director**

The post holder will be required to deputise for the Chief Executive and Managing Director when they are unavoidably committed elsewhere and or when they are on leave and a senior office presence is required.

## **Additional duties for the post could include:**

### **Project co-ordination and administration**

Drafting or contributing to project plans within an overall scheme and co-ordination of people and other resources working together with a project plan. They will be able to contribute ideas and evidence to support the development of projects monitoring and reporting progress, updating project plans, chasing outstanding actions. Responsibilities will continue to include co-ordination of one or more projects.

All staff are expected to work collaboratively as part of a team and to undertake other duties appropriate to their post's grade and nature. There is an expectation that staff will seek actively to learn with and from colleagues and to stay up to date with developments relevant to their work.

### **Terms and Conditions**

This is a full-time post with normal hours of 37.5 hours per week. However, we are happy to consider 'family friendly' working patterns compatible with covering the post's responsibilities. Holiday entitlement will be 28 days per year (rising to 33 after 5 years) including Bank Holidays. Salary will fall within the range £25,000-35,000 depending upon experience, skills and knowledge of the appointed candidate.

The company's auto-enrolment pension scheme is in place with a 3% matched contribution from employee and the employer.

### **Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent in business, finance, personnel or related field</li> </ul>
Experience	<ul style="list-style-type: none"> <li>managing a small office;</li> <li>supervising staff;</li> <li>working in a service delivery organisation with a strong customer service focus;</li> <li>working to tight deadlines and high quality standards;</li> <li>using and/or producing data from management information systems to inform business decisions.</li> </ul>	<ul style="list-style-type: none"> <li>work in public and private sector organisations;</li> <li>working in a time charged and/or project based environment</li> <li>commissioning sub-contractors, freelancers;</li> <li>Working in education</li> </ul>
IT Skills	<ul style="list-style-type: none"> <li>competent in word processing, e-mail; and spreadsheets;</li> <li>producing reports from database management systems;</li> <li>Use of Cloud based office software (e.g. Office 365)</li> </ul>	<ul style="list-style-type: none"> <li>use of Sage Accounts, Payroll, HR and/or Timesheet systems</li> <li>preparing presentations using PowerPoint (or similar);</li> <li>Administrator of Cloud based office software</li> </ul>
Skills & attributes	<ul style="list-style-type: none"> <li>positive attitude and a willingness to learn;</li> <li>good written and oral communication skills;</li> <li>confident user of numerical information(finance, workload data etc);</li> <li>excellent organisational skills – of yourself and of others;</li> <li>ability to analyse and solve problems;</li> <li>team player who knows how to take responsibility;</li> <li>flexibility;</li> <li>attention to detail and follow through;</li> <li>good, persuasive interpersonal and collaboration skills;</li> <li>ability to plan effectively.</li> </ul>	<ul style="list-style-type: none"> <li>ability to take initiative and to function with strategic rather than day-to-day supervision</li> <li>Capacity to grow with the company</li> </ul>