



- POST:** **BUSINESS MANAGER**
- REPORTING TO:** Chief Executive Officer
- ACCOUNTABLE TO:** Chief Executive Officer
- RESPONSIBLE FOR:** Maintenance and oversight of all fixed term contracts, both income and expenditure, at Care for Veterans. Exploration and project management of new business opportunities/social enterprises to support the charity.
- KEY RELATIONSHIPS:** CEO, Head of Finance, Registered Manager and Head of Clinical Services
- HOURS:** 25 per week (flexible working pattern)

Introduction

The competencies listed below are those that the jobholder is expected to demonstrate immediately on taking up the post and constitute the minimum standards of performance. They are not intended to be exhaustive and the jobholder will be expected to constantly enhance and add to their competence. The jobholder's progress will be monitored and assessed against these competencies, and any further outcomes derived from key targets and performance indicators.

Job purpose and description

The Business Manager is responsible for all fixed term contracts for both clinical and non-clinical services. The role will be to monitor the contracts, check services against those contracts, re-negotiate or re-tender in the final months of all contacts, to ensure the charity receives appropriate services with the best value for money

The role will also, in-line with the strategic direction of the charity explore new business or social enterprise opportunities for the services offered at Care for Veterans. When opportunities are identified, to project manage the new services through its development until it is operational.

Line manage the non-clinical departmental managers to include, catering manager, housekeeping manager, maintenance manager, transport manager and receptionists.

Reporting directly to the Chief Executive, key duties and responsibilities will include:

Key responsibilities

- Maintain a current database of all clinical and non-clinical contracts and ensure robust management of contracts to drive continuous improvement
- Plan, lead and conduct procurement for new and expiring contracts
- Liaise with local commissioners, in conjunction with Head of Clinical Services, to maximise resident occupancy
- Investigate new business opportunities – evaluate demand, competition and plan
- Be a focal point for and line manage the non-clinical Heads of Department.
- Advise on the strategic future for the charity

Role and Responsibilities

Leadership

- Provide strong, visible leadership to the sub-department managers
- Mentor sub-department managers
- Support clinical and non-clinical staff on the procurement process within the budgetary controls
- Ensure that the charity contracts the services required at the best cost price

Management

- Manage the contracts database for performance and value
- Line manage the sub-department managers
- Manage the process of stock control, seeking opportunities to achieve cost efficiencies whilst maintaining high standards.
- Ensure maintenance and transport costs are controlled and tender for services in this area
- Develop and manage a capital expenditure replacement plan.
- Carry out any other duties appropriate to the role or the effective functioning of the team.

Education Training & Development

- To maintain currency regarding mandated annual training
- To assist in ensuring all staff attend mandatory training

Personal specification

Essential

- Minimum of 2 years proven experience in a similar role
- CIPS
- Leadership – displays positive emotional intelligence in the management of people.
- Evidence of contract management and negotiation.
- Change management – understands change management principles and how to apply them
- Planning – can form timely and cogent plans taking account of detailed operational issues, risks and benefits; mitigates risks effectively.
- Accountable – displays awareness for own actions and accountability for them; does not blame others when things go wrong.

Desirable

- Business management qualification
- Experience of working in Health and Social care

I have read, understood and accepted the duties and responsibilities outlined in the above.

Signed: _____

Print name: _____

Date: _____