

### Job Description and Person Specification Profile

<b>Job Title:</b>	Greater Manchester Business Compliance Support Programme Manager
<b>Job ID</b>	IH31-S
<b>Service</b>	Greater Manchester Business Compliance Support. Environment – Public Protection
<b>Grade</b>	Grade J. £51,356 to £52,413
<b>Reporting to</b>	Head of Public Protection, Tameside Council. The postholder will be accountable to the GM Public Protection Partnership for delivery of the service.
<b>Location</b>	You will work from Manchester Town Hall Extension at least two-days per week and the rest of the week will be a mix of office/home working.
<b>Contract</b>	This opportunity is a fixed-term contract until 31 March 2028. It may be suitable as a secondment.

#### **The Role**

The postholder will be responsible for leading a service which delivers compliance support and guidance to businesses alongside talking the workforce sustainability challenge in public protection services.

This role will provide coordination and leadership for the Greater Manchester Business Compliance Support service (<https://www.gmbcs.co.uk/>) to deliver the service workplan and agree future priorities and strategy with the Public Protection Partnership and promote the programme amongst partners and the business community locally, regionally and nationally.

The postholder will be expected to generate income and/or external funding to continue to fund the post and service within 18-months.

The postholder will directly line manage one member of staff, with matrix management of at least 10 new regulators across Greater Manchester.

#### **Main Duties and Responsibilities include:**

- Recruiting, training, developing and leading new regulators to deliver innovative regulatory support and services for businesses.
- Managing and leading the Business Compliance Support programme and service, and overseeing Greater Manchester's primary authority offer - ensuring the coordination, development, delivery and monitoring of the offer both from a service and business perspective.
- Developing the forward work plan and establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority
- Monitoring the budget and resources available for the programme and ensure it is effectively controlled with resources available to match demand for service. including monitoring the forward pipeline of funding opportunities
- Ensuring that the service continues to grow, generating income and external funding to ensure its sustainability after April 2027.
- Ensuring all partners both within authorities, across partner agencies and within business are included and up to date with development, information and progress.
- Ensure that business organisations including the Business Growth Hub, Build a Business, and others are fully involved in the programme and act as critical friends during developments.
- Collaborating with a wide range of partners who can add value to the programme

- Coordinating the development of new offers to be incorporated into the programme.
- Organise and deliver events for business and stakeholders on aspects of the programme as and when required
- Support innovative projects as agreed by the partnership which will be of interest nationally
- Represent the Greater Manchester Business Compliance Support service at events both locally and nationally and be an advocate for our work.
- Direct line management and matrix management responsibilities.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

#### **Other**

- To undertake continued professional development.
- To be flexible to work at any site across Greater Manchester as required.
- Such other duties as reasonably correspond with the general character of the post and that are commensurate with the level of responsibility.

## About You

### Your essential qualifications

- Degree or equivalent in a discipline relevant to the programme.

### Your essential experience

- Experience of leading, managing and inspiring teams, organisations or projects to a successful outcome or conclusion.
- Experience of cross organisational and/or collaborative working, with the ability to listen to, work with and influence a wide range of stakeholders.
- Experience of developing innovative solutions and delivery of services that improve outcomes and/or efficiency.

### Your essential skills and knowledge

- Effective written and oral communication to a range of audiences.
- Ability to be innovative and explore and develop new ways of working and oversee implementation.
- Ability to manage, lead and motivate others through influence.
- Ability to work under pressure, to tight deadlines and internal and external deadlines.
- Ability to form working relationships with a range of stakeholders.
- Knowledge and understanding of equal opportunities.

### Your essential personal qualities

- Self-motivated and able to work without supervision.
- Willingness to work flexibility when required including some evening and weekend work when required.
- Willingness to work at any site across Greater Manchester.
- Ability to fulfil all spoken aspects of the role with confidence through the medium of English

### If you have the following experience or qualifications – then that's great!

- Experience of marketing and promotion of services.
- Experience of identifying opportunities and applying for funding from external sources.
- Experience of writing evaluation reports and updates for funders and other stakeholders.
- Ability to manage funding streams and develop strategies that match available funding.
- An understanding of the political context and public sector organisations in Greater Manchester.
- An understanding of, and commitment to the business compliance support mission, vision and values.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

**What can you expect from us?**

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:



