

Role Profile

Part A - Grade & Structure Information

Job Family Code	12BF	Role Title	Scrutiny Business Manager
Grade	PS12	Reports to (role title)	Governance Lead Manager - TBC if role title changes
		Directorate/School	Resources
JE Band	519-613	Service/Department	Law and Governance
		Date Role Profile was created	Jun-20 - revised Jul-23

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To lead the delivery of the council's scrutiny function to ensure that meetings comply with statutory requirements and best practice standards, and are managed openly, efficiently and effectively within the terms of the Constitution.</p> <p>To employ political astuteness and sensitivity to make sure that Members are supported across the broad range of the council's democratic functions.</p> <p>To lead a designated part of the Democratic Services team, its people, its processes, its culture and its ways of working, including high quality political leadership and corporate governance.</p> <p>To act as the Council's Designated Statutory Scrutiny Officer.</p> <p>To provide independent policy and research support to Select Committees and to assist the Committees in all aspects of their work.</p> <p>To shape the business of the scrutiny function and prepare high-level reports and recommendations on the findings of the committees for publication. In addition, to manage statutory consultations, monitoring and reporting on outcomes to consultees as appropriate.</p> <p>To work autonomously to provide strategic direction to the flow of business between the Cabinet and Deputy Cabinet Members and Council, Select Committees and Regulatory Committees, exercising judgement to forecast and address issues affecting a successful outcome.</p> <p>To manage the Council's Political Assistants.</p> <p>To provide visible leadership to the service inspiring, motivating, developing and managing staff within a culture of continuously improving performance.</p>
Work Context	<p>Democratic Services lies at the heart of the County Council's strategic decision-making and the post holder will be expected to operate independently within a highly complex political environment to support an authority dealing with challenging and changing priorities.</p> <p>The Scrutiny Business Manager will be expected to manage and deploy staff resources across a range of roles. They will need to obtain agreement to competing priorities and find innovative ways to integrate different work programmes.</p> <p>The post holder will be part of the management team ensuring that the service achieves its stated objectives and targets and delivers a high quality service within its agreed budget.</p> <p>The role requires a high level of political management, negotiating, influencing and leadership skills along with local credibility. It will have play a key role in the Council's ability to discharge its corporate governance responsibilities.</p>
Line management responsibility if applicable	Will have line management responsibility for teams within the Democratic Services team.
Budget responsibility if applicable	None

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Identify issues, trends and opportunities that may have an impact in their area of responsibility to enable appropriate action to be taken. Lead the development of policy in the own area of specialism, contributing to the delivery of organisational objectives. <p>Service Delivery</p> <ul style="list-style-type: none"> Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity. Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. Drive change and embed new ways of working to ensure high quality service delivery and value for money. <p>Planning & Organising</p> <ul style="list-style-type: none"> Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and organisational strategy. Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget. Contribute to resource and budget planning within own area. <p>Work with others</p> <ul style="list-style-type: none"> Liaise internally and externally at senior levels to establish service requirements and priorities and ensure the department/service issues are appropriately represented and acted upon. Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budgetary/resource constraints. Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> Degree or equivalent professional qualification plus experience at management level in a specialist area. Knowledge of the principles of change management, project management and continuous improvement, and their practical application. Authoritative knowledge of the work practices, process and procedures relevant to the role including broader sector/commercial awareness. Ability to manage budgets and resources to deliver effective support to their area of responsibility. Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. Comprehensive knowledge of computerised business systems. Understands how to inspire and motivate others. Advanced problem solving and analytical skills with the capacity to devise and implement practical and creative solutions. Wide experience in successful leading, coaching, mentoring and developing of staff.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>In depth knowledge of the statutory local government framework, policies and services and the law and practice of meetings.</p> <p>Understanding of political management issues and culture and an ability to process information and risk rapidly in order to determine an appropriate course of action.</p> <p>Networker with a track record of positive relationships with officers and other stakeholders with an innovative and creative approach to work.</p> <p>A high level of emotional resilience, intelligence and astuteness to influence and negotiate successfully in a complex political environment.</p> <p>Extensive committee management experience.</p> <p>This role is politically restricted.</p>

Role Summary	<p>Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. Planning takes place over a one year horizon. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.</p>
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