

## Job description

Job Title: Senior Adviser – Planning and Performance

Directorate: Finance and Corporate Services (FCS)

Responsible to: Planning and Performance Manager

Responsible for: N/A

## Job Purpose

To act as Lead Officer (single point of contact) for assigned business area providing expert advice to senior management on benefit management, performance management, project/program management, risk management, delivery of benefits and process improvements.

To lead the embedding of the Commission’s frameworks and strategies on performance management, risk management and benefit management, and ensure that processes the Commission has in place to support performance & benefit realisation and risk management are developed, understood and undertaken.

To ensure the right management information is developed, analysed and reported in the monthly and quarterly reports, enabling the Executive Committee (ExCo) and Commission Board to make effective and informed decisions on the organisation’s performance.

To lead on a small-scale project to procure and implement a new corporate performance system that aligns with the Commission’s digital strategy.

## Key Accountabilities

Accountability	%
Build an understanding of assigned business area, enabling you to challenge and question performance, project and risk activities, ensure accurate reporting and reflect the challenges and achievements for that area.	20
Work with Heads of service to improve information in business plans, ensure alignment of their work to specific corporate strategic objective(s) and support contribution of their work towards achievement of the applicable strategic objective(s).	10

Work with Senior Leadership Team (SLT) to develop and agree key performance indicators and benefit profiles, discuss performance, identify/manage/review risks, and manage audit activities.	10
Maintain and review the performance/benefit/risk management strategies. Ensure the performance/benefit realisation plan and risk management policy are regularly reviewed and implemented, prepare analyses and develop plans to improve the management of performance/benefit and risks, escalating risks and issues to appropriate level when necessary.	10
Provide ongoing, comprehensive and expert advice, guidance and on-going training to all staff and Commissioners on performance/benefit realisation, and risk management, including the identification of dependencies, lessons learnt and dissemination of learning.	10
Coordinate and participate (as appropriate) in performance indicators identification, and creation and maintenance of their profiles/maps/forecasts, to define, quantify and leverage benefits and minimise dis-benefits.	10
Coordinate and participate (as appropriate) in risk identification, assessment, planning, management and validation, including mitigating actions to manage the threats and maximise the opportunities.	10
Offer support and advice to project managers in completing performance/benefit reviews, and assessing change requests for their impact on realisation of performance/benefits and management of risks.	10
Contribute to the production of the Commission's Annual Report and Accounts by leading on the performance section of assigned business area.	5
Support the Planning and Performance Manager in annual business planning, monitoring of business-as-usual and introducing changes or improvements to the reporting process or documentation. This will involve reviewing the current system, leading the development of any new processes and embedding it across the Commission.	5

## General

Understand, and actively promote, the aims and objectives of the corporate plan, business and service plans; the performance management framework, including monthly and quarterly management reports; and use corporate systems.

Ensure equality of opportunity is maintained and respected at all times in accordance with the appropriate policies and procedures.

Demonstrate a willingness to work flexibly with others to respond to needs of an evolving organisation.

Perform any other duty as directed by the Head of Strategic Planning and Performance or Planning and Performance Manager.

## Additional details

The post-holder will have significant opportunity to shape the Commission's approach to risk/performance/benefits management.

The post holder will play an important role in the development of our benefits management strategy. Our practice around the profiling, mapping and tracking benefits (or impact) is currently undergoing substantial refresh.

The post holder is expected to assist and contribute to project management both generally, and specifically in terms of risk management and benefits realisation.

Demonstrating value for money, and impact (or benefits realisation) is important in this role.

There may be occasional travel to the Commission's offices in Edinburgh, Cardiff and Belfast, although the Commission also makes extensive use of video and telephone conferencing technologies.

## Key Working Relationships

Directorate wide: A key day-to-day working relationship is with the Planning and Performance Manager. Key colleagues include those within the Strategic Planning and Performance Team and the wider Finance and Corporate Services (FCS) staff.

Organisation wide: The post holder will need to establish and maintain strong working relationships with colleagues across the Commission as necessary in order to ensure the effective delivery of the responsibilities of the post. This may include regular contact with Commissioners, the Chief Executive, Directors, other members of the Senior Leadership Team, members of the corporate Portfolio Management Office, the independent risk advisor to the Audit and Risk Assurance Committee, the internal auditors, and project teams, providing advice on performance, risks and benefits where necessary.

The key success factor for this role is the ability to work across both strategic and operational levels, ranging from an attention to detail and an ability to work methodically and logically, to the ability to feed into strategy development and influence senior stakeholders. Therefore the post holder will need to demonstrate strong interpersonal skills and be able to develop and maintain effective relationships with key colleagues, particularly risk owners and benefits owners.

## Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
Qualifications	<b><i>Educated to degree level or comparable experience or knowledge</i></b>	E	A
Knowledge and skills	<b><i>Demonstrable understanding of project management methodologies and experience of project planning and management</i></b>	E	A,I
	Experience of performance monitoring and reporting, and developing Key Performance Indicators/Measures and strategic plans	D	A, I
	<b><i>Experience of policy development and review within the field of performance management or risk management or benefits management</i></b>	E	I
	<b><i>Good IT skills, including Microsoft Office products and an ability to learn new applications</i></b>	E	A, I
	Experience & ability to oversee a portfolio of projects, tracking key milestones and escalating issues where necessary	D	A, I
	<b><i>Ability to anticipate problems, generate a range of solutions, weigh up the consequences and benefits of each, and deliver solutions with limited oversight from manager.</i></b>	E	A, I
	<b><i>Able to use own initiative to proactively seek out problem areas, or areas where activities, policies or functions could be improved and devise feasible solutions.</i></b>	E	I
	Experience of evaluating activities and policies, identifying exceptions and recommending formal risk and benefit interventions.	D	A, I
	<b><i>Strong oral, interpersonal &amp; written communication skills, including the</i></b>	E	A, I

	<p><b>ability to explain complex technical issues and confidence in dealing with senior managers and external stakeholders</b></p> <p>Experience of giving formal presentations and developing and running training sessions</p> <p><b>Ability to persuade, influence and negotiate, experience of influencing senior leaders and external stakeholders.</b></p> <p><b>Ability to form positive, proactive working relationships with senior stakeholders (including the Electoral Commissioners and directors), managers and others within the organisation</b></p> <p>Leadership skills in relation to risks and benefits, being a key individual in the organisation driving the realisation of benefits</p>	<p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p>
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A-application and CV      I-interview      T-test