



Leeds Academic Health
P A R T N E R S H I P

Business Manager

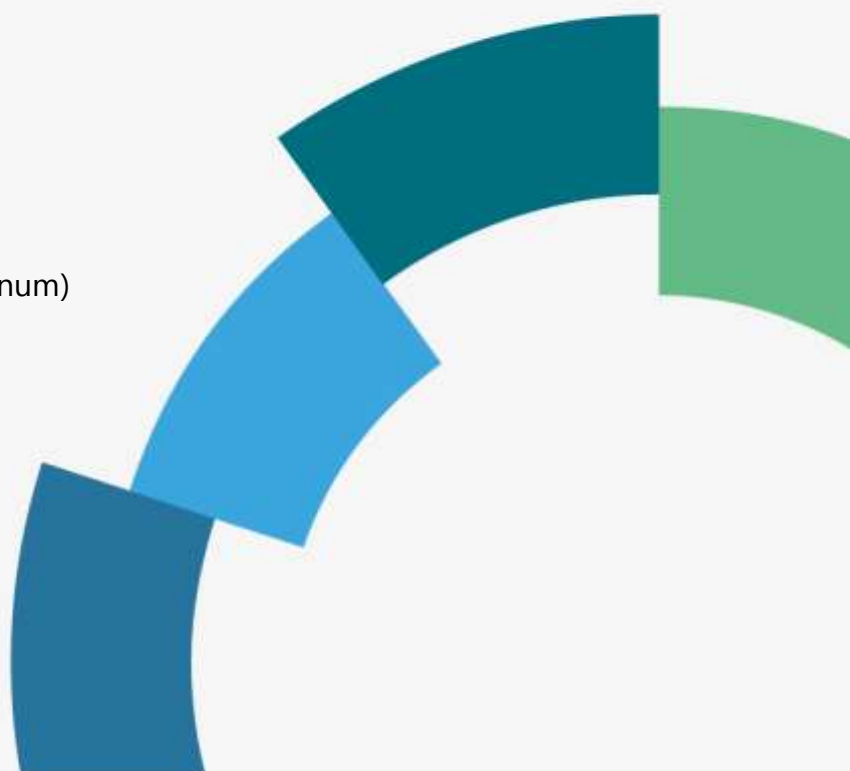
Candidate brief

Salary: Grade 8 (£43,414 – £51,805 per annum)

Reference: MHLAH1016

Closing date: 9 October 2022

Interview date: 20 October 2022



Business Manager

Leeds Academic Health Partnership

Overview of the Role

The Business Manager is responsible for the smooth running of the Leeds Academic Health Partnership. Ensuring our business support function is effective, efficient and high-quality and working with the operational elements of our host organisation (the University of Leeds) to ensure a mutually beneficial relationship, determine our business standards and identify opportunities for efficiencies and improved ways of working. The role provides direct support to the Partnership's board, Chair and any relevant subgroups. This includes keeping abreast of good practice and changes in the political, social and commercial environment to ensure the Partnership complies with relevant law and policy and remains forward-thinking.

Main duties and responsibilities

- Oversee Partnership's governance arrangements, ensuring infrastructure is in place, for example meetings are planned and scheduled, are compliant and well-led, with agenda and reports of outcomes.
- Develop and maintain both informal and formal communication channels across the partnership board members, including its committees, subgroups and the wider city infrastructure team
- In conjunction with the chair, develop and maintain arrangements for evaluating the effectiveness of the board and for the development of an ongoing board improvement programme.
- Contribute to discussions on strategy, risk and culture internally and amongst professional peers, supporting the Partnership Director to deliver the partnership's strategy
- Responsible for the partnership's Register of Interests, ensuring that all staff, board and committee members declare relevant interests and that these are managed appropriately.
- Support the review, formulation and implementation of organisational-wide procedural documents (policies, procedures, protocols and guidance).
- Responsible for financial planning and management, overseeing the budget and expenditure, liaising with the University of Leeds Finance team as the LAHP host..
- Provide day-to-day human resources support, including managing recruitment, developing job descriptions, supporting line managers and seeking professional advice as appropriate.
- Manage the office space and facilities, working closely with the host's health and safety and building managers to ensure our accommodation is safe and appropriate.
- Responsible for risk management. including the Corporate Risk Log/Register, and training and support to delivery staff
- Responsible for Asset and Contract Management , ensuring full and up to date records and that contracts are managed effectively and represent value for money.

- Responsible for the induction of new staff and board members, supporting all staff and board members in the discharge of their duties, supporting their wellbeing, ensuring staff have access to relevant training and development and are kept up to date on relevant changes both internal and external to the LAHP.
- Participate and contribute to professional and peer networks, representing the Partnership and sharing good practice, embedding lessons learned into everyday ways of working.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

Experience of forward planning to support the achievement of organisational objectives and writing factually detailed reports

Financial management experience

Experience of working collaboratively, influencing people from a wide range of professional backgrounds and working effectively across organisational boundaries.

Experience of presenting information publicly using a variety of media in different settings.

People management experience, including supervision and support of staff

Proficient in the use of Microsoft Office systems

Key Attributes

The ability to manage key relationships and communicate with a wide range of stakeholders, expressing complicated concepts in an accessible manner, both verbally and in writing

Well organised with attention to detail

Ability to introduce and implement change

Awareness of challenges of the health, care and higher education sector and associated industry

More information

The University is currently developing its approach to hybrid working. We expect this role initially to require 1-2 days per week working in the faculty offices on the University of Leeds campus and the remaining days open to flexible arrangements.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Before you apply for a secondment you must have agreement from your line manager / organisation that you are able to take up the role on a secondment basis if successful.

Contact information

To explore the post further or for any queries you may have, please contact:

Steve Rose, Head of Business Support, Faculty of Medicine and Health

Email: s.a.rose@leeds.ac.uk

or

Kate Lodge, LAHP Partnership Director

Email: k.lodge@leeds.ac.uk

Additional information

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who

belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.»

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.