

Business Planning Support

Department: Chief Operating Office

Division: Commercial Services

Reports to: Governance, Planning & Performance Lead

JE Reference: COO1024

Grade: 8

JE Date: 31/3/2021

Job purpose

To support the Governance, Planning and Performance Lead in the provision of business services to the Commercial Services team and across GoJ.

The post holder will use their strong communication and administration skills to provide support to the Business Services team and wider Commercial Services.

Job specific outcomes

- Assist and support in the Governance, Planning & Performance process for Commercial Services. Ensuring the processes are fit for purpose and deliver value to the organisation whilst providing the flexibility to accommodate an organisation with diverse, complex requirements
- Supports the Governance, Planning and Performance Lead to manage internal and external stakeholder expectations. Ensuring the timely escalation of any issues and supporting the development of resolution plans to correct the issues
- Supports the Governance, Planning and Performance lead in defining the performance metrics for Commercial activity and timely performance reporting for the function
- Works with the team in the delivery of commercial and procurement activities to ensure deadlines are met and that the projects deliver on their outcomes
- Ensures project documentation and administration is kept up to date, monitoring metrics and performance in line with any agreements and reported on as per agreed methods within the organisation to ensure consistency in delivery across the Government of Jersey
- Ensures the preparation of presentations and correspondence are timely and accurate. Collates and distributes papers for internal and external meetings ensuring adherence to deadlines.
- Ensures the storage and management of information for ease of access and re-use
- Ensures continuity of day to day business for the Business Services team during absence and act as a point of contact
- Acts as a change agent, working with colleagues in the cascade of effective communications from Commercial Services and ensure that communications enhance relationships, increase awareness,

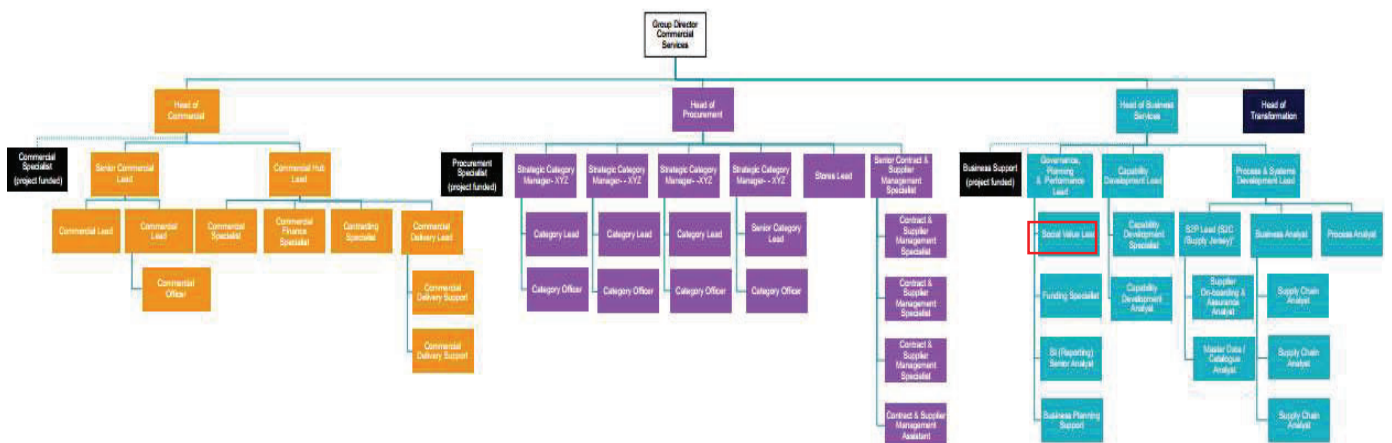
trust and influence behaviours that encourage GoJ to move towards progressive approaches to solutions that maximise the impact and value of commercial decisions

- Any other duties as required by the line manager or Head of Department that are commensurate with the role and in support of the Government of Jersey.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Relevant business degree or up to 2 years equivalent experience	
Knowledge	<p>Demonstrate an understanding of commercial functions in government and an interest in business in general</p> <p>Knowledge of business engagement and strong interpersonal skills</p> <p>Knowledge and experience of designing and adopting progressive commercial and procurement practices that enable and enhance community wealth</p> <p>Good timekeeping and the ability to learn in a high pressure environment</p>	<p>Understanding of the Jersey political landscape (how things get done)</p> <p>Understanding of the Government Plan</p> <p>An appreciation of the Team Jersey and One Government vision.</p>
Technical / Work-based Skills	<p>Ability to work as part of a small team to drive strategic stakeholder engagement, effective communication, demonstrate creativity in problem solving.</p> <p>Ability to deliver projects and services on time to agreed objectives through applying project management skills to scope, manage, track and report projects</p> <p>Good analytical reasoning and data analysis to support insight led decision making, with the ability to interpret and present the information</p> <p>Ability to adopt and activity apply technology solutions to drive better business outcomes</p>	
General Skills/Attributes	<p>Demonstrable business and network engagement skills</p> <p>Ability to move at pace, learn quickly and remain calm under pressure since the requirements for supporting are subject to rapid change</p> <p>Ability to build strong credible relationships with stakeholders based on trust and reliability</p>	

	Demonstrates excellent capability and capacity for critical thinking and ability to apply this insight in a practical and engaging manner	
Experience	<p>Demonstrate experience of working within large commercial/procurement teams within large organisations. Achieving positive outcomes that contribute to the organisation's strategic objectives</p> <p>Experience of working to a high standard under pressure</p> <p>Demonstrable interest and enthusiasm in working across both commercial and financial roles</p> <p>Knows when to consult and seek advice</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities, attributes and behaviour indicators.