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| Job Title | Senior Advisor – Business Planning |
| Job Purpose | The Senior Advisor – Business Planning role is responsible for co-ordinating the delivery and implementation of Governance Performance and Improvement (GPI) strategies and directorate operational plans.  The role holder will work closely with the GPI Senior Management Team to ensure the delivery of key activity in relation to the directorate strategy, business planning, risk registers, board reporting and governance etc.  They will also lead delivery of work across the directorate to ensure a high-level service to the business in line with CQC people management policies, legislation and best practice. |
| Accountabilities | * Accountable for the delivery of appropriate support to the GPI Directorate Senior Management team and support delivery of activity related to Governance, Performance and Improvement. * Manages programmes of the GPI Directorate activity and delegates those activities across the directorate to drive outcomes and ensure timely solutions. * Accountable directly to the Director of Governance, Performance and Improvement to support both local and organisation wide strategies and operational plans. Working on specific activities, tasks or projects as delegated by the Director * Supports the governance arrangements across the Directorate, forecasting requirements and supporting the preparation of papers * Works alongside senior managers to understand their needs and assists in translating those needs into a clear strategy for GPA i.e. creating KPIs, measures and clear deliverables for agreement by the directorate management team. * Forecasts and plans future Directorate requirements to ensure service delivery meets defined service levels, standards and priorities. * Supports colleague development and knowledge transfer within team to optimise flexibility and efficiency of service delivered. * Assessing risk within GPI and making recommendations to management regarding appropriate solutions and mitigation of identified risk where cases have escalated. * **Have the appropriate knowledge, skills and experience to actively promote diversity and equality of opportunity, treat everyone with dignity and respect and avoid unlawful discrimination.** |
| Specific skills and experience | * Experience of working with Senior management to understand their needs for their areas and facilitating desired solutions. * Ability to demonstrate or build an in-depth knowledge of CQC * Ability to build effective, professional relationships with stakeholders across CQC to deliver GPA business effectively * Confident in engaging and negotiating positive outcomes with a wide range of stakeholders * Good experience of risk assessment and creation of solutions to mitigate risk. * Experience of developing and delivering key performance indicators and generating relevant management information. * Good verbal and written communication skills to suit different audiences. * Good organisational skills. * Good IT skills. * Good influencing and coaching skills. * Effective networker and relationship-builder. * Experience of project management. |
| **Values & Behaviours**  **Excellence**  **In my work for CQC:**   * I set high standards for myself and others, and take accountability for results * I am ambitious to improve and innovate * I encourage improvement through continuous learning, * I make best use of people’s time, and recognise the valuable contribution of others   **Caring**  **In my work for CQC:**   * I am committed to making a positive difference to people’s lives * I treat everyone with dignity and respect * I am thoughtful and listen to others * I actively support the well-being of others   **Integrity**  **In my work for CQC:**   * I will do the right thing * I ensure my actions reflect my words * I am fair and open to challenge and have the courage to challenge others * I positively contribute to building trust with the public, colleagues and partners   **Teamwork**  **In my work for CQC:**   * I provide high support and high challenge for my colleagues * I understand the impact my work has on others and how their work affects me * I recognise that we can’t do this alone * I am adaptable to the changing needs of others | |