

## City of Edinburgh Council job description

<b>Post title</b>	Edinburgh Integration Joint Board Business Manager
<b>Directorate</b>	Edinburgh Health and Social Care Partnership
<b>Service</b>	Governance and Business Management Function
<b>Responsible To</b>	Governance and Business Manager
<b>Number of post holders</b>	1

### Purpose of job

To support the Governance and Business Manager (G&BM) with the ongoing development and implementation of the Edinburgh Integration Joint Board's systems of corporate governance.

### The what - major tasks and job activities

1. Provide a comprehensive and professional board service, specifically by leading the implementation and maintenance of board standards. This will include Board and Committee governance administration, the development of Board members and leading on the production, distribution and development of Board papers and minutes
2. Support in providing business management support to the Chief Officer/Executive management Team to ensure best practice is adopted within the EIJB and Partnership
3. Support the development of the Partnership's Executive Support team.
4. Day-to-day management responsibility for personal assistants in the service area.
5. Support G&BM in service delivery including having mechanisms in place so staff understand their responsibilities in complying with the Standard Operating Procedures and reporting accurate data. This includes taking corrective action when compliance with targets is not being achieved. e.g., supporting the performance management reporting process, the post holder may be involved in developing KPI for service areas.
6. Contribute and develop proposals and plans for the modernisation and integration of key governance, systems and processes across the Executive Services team, working with a wide range of stakeholders (both internal and external) ensuring the needs of the Partnership are met, this will including new use of technology, developing new operating procedures for administrative functions.
7. Contribute and maintain a robust framework for governance of the Edinburgh Integration Joint Board (EIJB) and ensuring that the appropriate reports are also presented to the relevant Council and NHS committees,

whilst managing the complexity of operating across two sets of standing orders (i.e., Council and NHS Lothian), ensuring adherence to standing orders, relevant terms of reference, and best practice.

8. Contribute and develop plans and operating procedures (in conjunction with the G&BM), in relation to the EIJB's approach to governance, risk management assurance and compliance with legislation and regulations.
9. Work closely with the G&BM and other stakeholders (e.g. Committee Services) taking on specific lead roles and defined projects on behalf of the G&BM to improve the operation of the EIJB, (e.g. reviewing processes for the submission of reports to EIJB, reviewing governance committees) to ensure cross-cover and increased resilience (e.g. lead on the development of risk assessment methodologies for the EIJB, revising EIJB policies and procedures).
10. Ensure robust and effective communication networks across the Executive Support team functions as well as the wider Partnership, developing working relationships between key stakeholders, and facilitating the exchange of information on complex, organisational and departmental issues.
11. Develop, monitor and review local business and administrative protocols and standard operating procedures (SOPs) to ensure consistent approaches and compliance with EHSCP, City of Edinburgh Council, NHS Lothian and national guidance, policies and procedures and SOPs. (e.g. designing SOPs /checklists as a result of advice from Scottish Government on what should be included in the Strategic Plan, directions).
12. Ensure a professional, quality and accurate business management service is provided to the Edinburgh Integration Joint Board and its committees, taking the personal lead for planning and organisation of the EIJB and its committees in collaboration with the City of Edinburgh Council Committee Services Team & NHS Lothian board function.
13. Support the G&BM ensuring that EIJB members are appropriately briefed on relevant issues to support them in their governance roles including identifying relevant issues with the Chair and vice-chair, planning and running briefing events e.g. organising financial briefings during the budget setting period, liaising with Chief Officer and other members of the Senior Management Team as appropriate.
14. Support the Governance and Business Manager (G&BM) in the management of good relationships with the Board by supporting induction, communication and administrative processes such as circulation of briefing notes which will be pre-planned as well as adhoc in nature, approval of expenses.
15. Liaise regularly with the G&BM, the Chief Officer and other teams as required to ensure that the Chair, Vice Chair, the EIJB are appropriately involved and updated on matters of policy, corporate communications or public affairs that are relevant to the Board's business or management of organisational risk.
16. Co-ordinate the updating of a range of EIJB governance policies and plans, including risk management policy, records management plan, financial

regulations, this includes co-ordinate EIJB responses to local and national consultations.

17. Co-ordinate the management of assurance processes across the EIJB, this may include External Audit, External Scrutiny bodies (e.g. Audit Scotland), and coordinating internal audit processes within the EIJB. This will include working closely with Internal Audit for all EIJB audits and ensuring appropriate action is taken in a timely fashion to respond to audit / report findings and maintain a log of assurance actions / recommendations and co-ordinate the implementation of recommendations.
18. Support the public affairs function of the EIJB, covering the efficient handling of elected representatives' communications, Parliamentary / Council Questions, Ministerial / Council Briefing note requests and enquiries, ensuring responses are consistent with public statements and current policy of the EIJB.

### **The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making**

- Evidence of post graduate education in business/management at SCQF level 10 or equivalent demonstrable experience.
- Expertise in good corporate governance, internal control and risk management, through initiating, leading, facilitating and evaluating the development of systems and practices
- Leadership skills enhanced by excellent behavioural competencies particularly those that relate to influencing and achieving change in a service environment (e.g. use of influencing strategies, persuasiveness, achievement drive, quality focus and patient / customer orientation.
- Experience of working in an environment with competing and conflicting priorities, deadlines, and workloads.
- Project management skills, ranging from small projects to large scale projects.
- Will work independently, showing initiative, prioritising their own workload, with the delegated authority taking independent operational decisions with own staff or within key result areas and represents / deputise for the G&BM at meetings as appropriate.
- Communicating and managing expectations from a range of different stakeholders in a complex environment (e.g. prioritisation of multiple work requests).
- Influencing and contributing toward significant change programmes within the G&BM and wider Strategic Planning function.
- Managing multiple work-streams within a complex and highly sensitive political environment, including integration of Health and Social Care ensuring that, wherever possible, the outputs from public and political engagement impact positively on the final outcomes.
- Managing and supporting staff to ensure efficient service delivery whilst developing a cohesive team and maintaining staff morale, especially during periods of change.
- Managing relationships with a range of colleagues across the organisation and at board level and able to constructively challenge both peers and senior leaders to achieve agreed outcomes.

- Managing complex and multiple interdependent processes for self and others within fixed timelines and to required legal and compliance standards.

### **Environment - work demands, physical demands, working conditions, work context**

- Regular requirement to maintain concentration for long periods; for example, analysis of complex data, preparation of reports and business cases, participation in meetings.
- Managing diverse workload priorities – tight timescales and scope for regular interruption and diversion to higher priority issues.
- A high degree of personal resilience is required, especially in relation to the interpretation and application of complex policies and decisions, often at times of significant organisational change and in a turbulent and politically driven environment.
- Managing conflicting priorities between senior managers and allocating resources in response.

### **Supervision and management of people**

#### **Staffing Responsibilities:**

Line management of the executive support function of up to 5 FTE employed by both NHS Lothian and Council.

#### **Resources the job holder will be responsible for**

Financial Responsibilities: Authorised budget signatory for £5,000 including supplementary staff, purchases orders, expenses, minor works.

### **Additional information - health and safety (DO NOT AMEND THIS SECTION)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).