

JOB DESCRIPTION

POST: Business Support Operations Officer

GRADE: Band C/D

Hours: 37 hours full time

REPORTS TO: Operations Manager

Post Summary

To support the Trust Operations Manager to ensure a process driven operational model is in place.

Duties and responsibilities:-

- To support the operations manager of the trust to ensure a process driven operational model is in place including areas such as
 - Governance and Risk management
 - Planning and monitoring
 - Compliance and evaluation
- To analyse Trust processes and identify opportunities to reduce workload, improve efficiency and provide a consistent framework for the support of Academies within the Trust
- To support any project led work by producing monitoring schedules, budgets, preparing progress reports and liaising with all stakeholders
- To support the implementation of structural based projects to improve operations (Governance/Finance/HR/Data/Communication/collaboration/use of new technology)
- To help with the structure and use of data to assist leaders in making better informed decisions
- To support the production and analysis of HR data to support the development of processes and real time reporting
- Responsible for maintenance and managing progress on key performance indicators
- Embedding cultural working expectations as the Trust grows
- Support piloting of hub-based structures

- Within this role, responsibilities will be tied to the requirement of the project or area being worked on, with the emphasis on driving forward from planning through to implementation and evaluation, so will be varied.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Trust in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.