



# Role Profile

<b>Job title:</b>	Business Planning Manager	<b>Department:</b>	Finance
<b>Grade:</b>	C	<b>Reports to:</b>	Head of Business Planning & Performance Management
<b>Location:</b>	Head Office	<b>Budget responsibility (optional):</b>	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies.

Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

## Role purpose:

- Support the development of effective and evidence-based business plans at organisational (CITB) and directorate level on an annual and multi-year horizon which align with CITB strategic plans.
- Develop the 3 -5 year resource envelope for each CITB planning round
- Manage the translation of strategic plans into agreed business plans, working with Directors, senior managers and corporate colleagues and in particular with the Finance Business Partners.
- Ensure the effective operation of the business planning cycle by co-ordinating the development activity, information flows, reporting outputs, and decision points across governance bodies and external stakeholders.

## Key responsibilities and accountabilities:

1. Work effectively with Strategic Planning, the Leadership Team, and Enabling service teams to build annual and three year plans which translate the strategic plan into deliverables and where resources are allocated effectively in order to achieve outcomes.
2. Work directly with stakeholders to understand their business, risks, performance, and issues in order to reflect current and future thinking into the plans and to offer advice and linkages across CITB.
3. Work effectively with other teams within Finance and Corporate Performance to leverage evidence and analysis to best effect.
4. Lead the business planning contribution of the BP&PM team.
5. Address any audit or review recommendations in an effective and timely way.
6. Engagement with colleagues in Strategic Planning, directorate senior managers and Finance Business Partners to agree the requirements for business planning and ensuring

alignment with strategic planning lead on how they are best addressed build an the action plan for doing so.

7. Taking corporate and supporting operational performance measurement needs into account, set against available resources and capability, develop, agree and implement the performance framework for the business.
8. Offer guidance and constructive challenge in the development of robust and meaningful business plans at organisational and directorate levels, ensuring alignment between strategic and operational action plans.
9. Support timely and accurate reporting against business plan targets and progress against milestones to the Executive, Board and other stakeholders, working with Finance Business Partners and colleagues corporately.
10. Responding to ad hoc requests from the Chief Executive / Directors, senior managers and stakeholders on corporate performance reporting.
11. Collaborative working with Marketing, External Relations and Internal Communications to drive improvements in the way that the business plan is communicated to staff and stakeholders.
12. Establishing a corporate centre of excellence for business planning, drawing from external learning and best practice, to provide the organisation with timely and insightful plans that act as platform for effectively assessing progress and informing management decision making.
13. Facilitating improvements to business planning in line with Executive direction and strategic priorities, working with Finance Business Partners and the Leadership Team, to build understanding and capability.
14. Information gathering, benchmarking, training and development activities to build personal and team knowledge base on best practice business planning and reporting.
15. Consider and develop continuous improvement ways of working

## **Decision Making**

16. Decisions are made or recommended on the basis of the analysis of raw and sometimes complex data.
17. Decisions are made within policy taking into consideration applicable legislation and government regulations.
18. Influencing decisions in relation to partnering relationships with other teams across the organisations.

## **Change Management**

19. Contributing to strategic change as work-stream leader.
20. Delivering business improvement programmes to increase efficiency and effectiveness within Team.
21. With the change team, support internal change programmes to enable the team to meet its strategic objectives for delivering skills policy and training for the construction industry through the provision of core business enabling services.



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## People Leadership / Team Leadership – where the role has direct or matrix reports.

- Lead a team by role, with particular focus on 'Building Capability'.
- Contribute to a team culture that motivates and inspires excellent collective and individual performance, embraces change and that delivers continuous improvement; initiate and lead change and continuous improvement programmes.
- Coach and develop the team to reach and contribute to their full potential, supporting team members to take ownership and responsibility for their own work; demonstrate focus on own development and on delivering effective individual and team capability and talent development processes

## Key contacts and relationships:

### Internal:

- Communication is largely internally focused relating to managing the corporate processes strategically and operationally alongside managing key stakeholder relationships.
- Flexible approach to work, willing to play a full role in ensuring the success of the team

## Knowledge and Experience

### Essential

- Comprehensive knowledge of concepts and principles of business planning, gained through broad and in-depth experience in CITB or in similar organisations to CITB. – a recognised expert and acknowledged authority within their particular field of expertise
- Knowledge of project management fundamentals, through an accredited source, and experience of application in practice in order to manage work scheduling and performance framework implementation.
- Experience of planning at a corporate or business level – to understand how priorities and plans translate to deliverables and resource plans.
- Experience of working in a corporate cross-business role with multiple stakeholders.
- An effective and confident communicator.
- Prioritisation, co-ordination and time management skills required to manage multiple stakeholder interactions on a broad range of business planning related topics often to demanding deadlines.

### Desirable

- A recognised financial qualification is desirable but not essential
- Degree level or equivalent in Business Studies or a management related discipline – firm



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grounding in management fundamentals needed to apply in context when dealing with the breadth of corporate, functional and product-based business planning activity.

- Understanding of performance measurement fundamentals and experience of application in practice in order to support performance measure development activity related to business planning.
- Operational knowledge of other business disciplines in order to resolve issues that have an impact beyond own professional discipline.
- Working knowledge of corporate reporting systems (currently using Unicom Cognos Finance software), with intermediate / advanced level skills in corporate systems and core MS Office products.

## **Behavioural competencies:**

- Inclusion & Respect – Level 3
- Works Collaboratively – Level 3
- Drives for Results – Level 3
- Working with Courage & Integrity – Level 3
- Building Capability – Level 3
- Innovation, Change & Agility – Level 3
- Communicating with impact – Level 3
- Customer Focus – Level 3
- Lead by example – Level 3
- Effective decision making – Level 3

## **Special Conditions/Other Requirements: e.g. travel requirements, working arrangements**

- Travel as required throughout UK