Group head of business development

Role brief

1. Background

Working within the finance and commercial directorate, this is an exciting new position in Jisc.

That directorate, working closely with operations and governance, will bring together into a single management framework functions that support the financial management and commercial management for Jisc.

Jisc will have high quality support services in place across the organisation, which are not simply fit for purpose but act as exemplars to others.

The finance and commercial directorate will work together and will collaborate with colleagues across Jisc to contribute to the delivery of the aims set out in the Wilson review.

2. Purpose and scope

To assist the chief financial officer in order to ensure the excellence and cost effectiveness of Jisc’s financial and commercial support services, including:

- Providing business development support for new income
- Ensuring Jisc-wide continuous portfolio management and optimisation
- Managing the business model in support of the chief financial officer and advising on its ongoing refinement, including development of a costing model across all Jisc activity
- Primarily being accountable to the chief financial officer for supporting and catalysing the continuous optimisation of the Jisc portfolio and the development and/or exploitation of new sources of income

The group head of business development will sit within the finance and commercial directorate area and the chief financial officer will hold the formal reporting line.

3. Key accountabilities and role outputs

Responsibilities will be expected to be developed and finalised over time and will include but will not be restricted to the requirement to engage with key contacts to:

- Assist in setting the agenda for change across the business planning teams
- Advise the chief financial officer on the allocation of resources and finances
- As instructed by the chief financial officer to manage and support the delivery of:
Expenditure profiling
- Financial advisory services relevant to the area of work
- New income channels and business opportunities
- Financial modelling and planning (including costing models)
- As instructed by the chief financial officer to manage the group’s:
  - Programmes and projects portfolio
- Advise the chief financial officer on:—
  - Policies and procedures relevant to the area of work
- Analyse business planning performance (including capability and resource planning) against agreed KPIs and produce consolidated financial reports to the chief financial officer, highlighting exceptions and any areas of concern with recommended solutions
- Lead and manage the business accountants and project accountants, setting relevant and stretching performance targets and managing individual and team performance against those targets in order to deliver:
  - Agreed customer priorities
  - Operational targets
  - Financial targets and budgets
  - Kpis, SLAs and other approved metrics

4. Skills, knowledge and experience

**Essential**
- Track record of success in a similar role and demonstrable career progression within a finance function
- CCAB qualified accountant (or fully qualified to an equivalent professional level with another relevant awarding body)
- Demonstrable and in-depth experience of:
  - Accounting practices
  - Financial management and best practice
  - Business modelling and business development in a commercial context
- A successful team leader able to adapt style to meet the needs of peers, colleagues, team members and customers
- Experienced in setting smart objectives, delivering to the required level of SLA and KPIs in order to deliver business goals
- Track record of achievements through others and of building positive working relationships, supported by excellent communication skills (written, spoken, presentation)
- Experience of delivering fit for purpose reports and advice to senior management
- Strong analytical skills including the ability to rapidly interpret, concisely explain and act on complex information as required when assessing the financial implications of a project or assessing and mitigating risks
- The ability to work appropriately with highly confidential, business critical information
- Strong organisational skills, including the ability to prioritise own workload and that of others in a pressurised environment and to tight deadlines.
- Highly motivated and able to deliver a broad task specification to target with minimal supervision
- Strong negotiating and influencing skills with the ability to resolve conflicting priorities when dealing with
customers' needs

- An experienced manager leading a finance function delivering high performance and continuous improvement as well as excellent financial analysis
- Experienced in developing and delivering business plans to a business planning cycle
- Able to apply modern financial systems and keep up to date with trends and changing business approaches

Desirable

- Experience of working in higher education/further education or public sector
- Educated to degree standard or equivalent
- Strategic planning and the implementation of change

5. Key contacts

- Jisc department heads
- Key customers and suppliers
- Budget holders
- Finance staff in Jisc Collections and Janet Ltd.

Important additional information

The chief financial officer will discuss all elements of the role brief with the appointee on appointment and after six months, recognising that some elements may need changing.