

JOB DESCRIPTION

JOB TITLE:	Revenues Development Lead	JOB NO :	
GRADE:	5 <i>*(consultation grade - subject to formal evaluation under the Pay Equity Review)</i>	DIVISION:	Council Management
NO OF POSTS:	1	SECTION:	Revenues

JOB PURPOSE:

To support the Head of Service in the design and implementation of Revenue and Benefit projects.

DUTIES AND RESPONSIBILITIES:

1. To be responsible for project work stream, process design and change management deliverables for the implementation of Projects into the service area. Ensuring that any dependencies from other work streams are accounted for in process re-design.
2. To ensure change activities from the Project are carried out to the required standard, for example impact assessment, readiness assessment, communications and training.
3. To work with other Project Leads, solution and technical experts.
4. To be responsible for the planning and running of all design workshops relating to process, application and organisation design.
5. To be responsible for the production of the agreed process, application and organisational design deliverables.
6. To bring service specific knowledge and contacts to the Project to address issues relating to the implementation of Projects into the service area.
7. To prepare and present information and reports to Senior Managers, Cabinet and other members, Government Departments and other agencies as appropriate.
8. To be responsible in engaging stakeholders in the service area and external to build ownership for the adoption of changes that will arise from the implementation of Projects.
9. To ensure that activities that arise from the impact assessment are addressed as appropriate.
10. To be responsible for the management of staff including recruitment and selection, staff welfare, counselling, attendance and performance management, appraisal and disciplinary and grievance issues.
11. To manage the delivery of project work streams on time and within budget for implementation to the service area.
12. To ensure all project work streams are planned, implemented in line with project management principles.
13. To ensure training/process and procedural requirements are identified and delivered from the project work stream.
14. To research, initiate and develop activities which will facilitate the delivery of project work stream.

15. To work with other senior managers to support engagement and communication both within service area and members of the public/external agencies.
16. To adhere to Birmingham City Council policies such as Equal Opportunities and Health and Safety.
17. Promote the City Council's sustainability strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.

RELATIONSHIPS:

- (i) Accountable to: Head of Revenues

SUPERVISION

Revenues Officers GR3 6

PHYSICAL CONDITIONS:

- i) Hours: 36.50
- ii) Workplace: The postholder will be located at Council House.

CONTACTS:

Managers and staff within the Service Area.
Managers and staff within the Change Management Team

SPECIAL CONDITIONS:

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age (up to 65).

It is the intention of the City Council that its workforce, at all levels, should reflect the composition of the City's population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.

RESOURCES

PERSONAL SPECIFICATION

JOB TITLE: Revenues Development Lead

GRADE: GR5 **(consultation grade - subject to formal evaluation under the Pay Equity Review)*

DIVISION: Revenue & Benefits

Method of Assessment (M.O.A)

A.F. = Application Form; I = Interview; T = Test; P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE	Knowledge of Council Tax and NDR legislation.	AF/I
	Experience of process re-design	AF/I
	Experience of successfully planning and delivering business change within the service area	AF/I
	Experience of managing work planning paying particular attention to detail processes.	AF/I
	Management experience including management of staff, organisation and priorities.	AF/I
	Experience of managing employees including employee relations, staff development, performance, attendance issues, grievance and disciplinary issues.	AF/I
	Experience of project management.	AF/I
SKILLS AND ABILITIES	Relationship management and influencing skills	AF//I
	Effective communication skills written and verbal to liaise with managers, staff and union engagement along with the ability to work corporately across a large organization.	AF/I
	Ability to meet tight deadlines / achieve targets	AF/I
	Ability to work effectively as member of a team	AF/I
	Research and analytical skills and the ability to translate strategy and policy into practical business process.	AF/I
	Ability to work under pressure and to manage complex and conflicting issues/demands simultaneously.	AF/I
	Public presentational skills	AF//P
	Ability to project manage affectively.	AF//P
Ability to produce accurate and timely management information.	AF/I	

TRAINING	To be willing to attend training if required	
EDUCATION/ QUALIFICATIONS	Relevant management or professional qualification or extensive management experience at a senior level.	
OTHER	Good understanding of City Council services and wider regional and national issues/priorities.	