



## Job title: Business Performance Manager (Local Government Reorganisation)- Fixed Term for 24 months

Directorate: Specific Directorate TBC

Grade: J

### 1. Job purpose

This role will support the Corporate Director and the directorate leadership team in preparing for Local Government Reorganisation (LGR). The role will undertake specific projects and initiatives to enable directorate readiness for LGR, ensuring that it fully engages with preparation and transition planning.

The role will act as a coordination point for LGR activity within the directorate, ensuring alignment with corporate LGR workstreams and supporting services.

In particular the person will provide co-ordinated support for the directorate leadership team for the following key activities

- Policy review and development including supporting work on equalities, diversity and inclusion
- Governance Management and Forward Planning
- Partnership engagement and development
- Communications and Engagement Planning (external and internal)
- Service Planning and Performance Management
- Project Management and Risk Management
- Emergency planning and preparedness

The role will also co-ordinate resources across the directorate that relate to LGR preparation and transition to ensure a consistent approach is adopted and to maximise the benefit to the directorate, council and City.

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## 2. Service Leadership Behaviour Expectations

As a service leader and senior officer, you will be expected to demonstrate our core behaviours (*Please refer to the Leadership expectations booklet*):-

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** To create and embed an organisation culture of respect and inclusivity in the services we provide and in the workforce that we engage.
- **Change & Innovation:** by driving changing and a culture of continuous improvement, exploring new and innovative ways to design and deliver services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best services for the people of our city.

## 3. Principal duties and responsibilities

### Management and Leadership

1. To provide strategic and service leadership, robust management and decision making to the Directorate Business Strategy Service, ensuring a coordinated approach to LGR preparation and transition across all areas of the directorate.

Responsible for the following functions relating to the implications of LGR:

- Directorate and Divisional Business Support
- Policy Development including Equalities
- Delivery and Performance Management of relevant LGR preparation activity

### Transformation and Programme Management

2. Contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities within your leadership role and championing this work through services.
3. To be a key member of the relevant Directorate Leadership Team, establishing effective relationships across services and through the Council to achieve strategic leadership and impact through matrix management as well as direct delivery.

### Policy Review

4. To research, review and provide briefings on key changes to LGR guidance, policy and legislation to assist the Directorate in ensuring change is implemented effectively within the Council including the preparation of briefings, reports and presentations.
5. To scan the horizon at the local, regional, national and international level to identify any opportunities or issues.

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## **Projects**

6. To lead on the initiation, design, implementation of key projects as agreed by the directorate leadership team, ensuring that each project is underpinned by appropriate governance, project management documentation and alignment with corporate LGR workstreams.

## **Governance Management and Forward Planning**

7. To manage an effective forward planning system for the important decisions being proposed by the directorate to ensure decisions are taken in a planned and effective manner
8. To assist the Corporate Director and Directors in the planning, production and circulation of reports and presentations, which are timely, well written and effective in terms of supporting effective decisions.

## **Partnerships**

9. To support the Corporate Director and Directors in the management of key and strategic partnerships for the directorate including the preparation of meetings, agendas, briefings and actions arising from these meetings.

## **Communication and Engagement Planning**

10. To design and maintain a directorate plan to support the effective management of internal and external communications and engagement.

## **Service Planning and Performance Management**

11. To design, implement and maintain an effective performance management framework (based on a balanced scorecard approach) which include the effective measures to enable the leadership team to review 'readiness' and demonstrate continuous improvement in delivering the directorate strategic objectives and improved outcomes.
12. To produce effective and timely performance reports for the divisional and directorate leadership teams to support informed decision-making and transition planning.

## **Risk Management**

13. To work with the Council's risk management team to ensure LGR related risks are captured and are kept under review and managed, ensuring that risk management reviews are being integrated within the overall performance management arrangements.

## **Emergency Planning and Preparedness**

14. To maintain and review the directorate's business continuity plans to ensure business critical functions can be effectively maintained, including maintaining logs of key contacts and subject matter experts, and reviewing plans for dealing with critical and major incidents for the directorate.
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**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.**

**4. Numbers and grades of any staff supervised by the post holder:**

None.

**5. Post holder's immediate supervisor: LGR Programme Manager**

**Prepared by/author:** James Rhodes

**Date:** January 2026

**Job title:** Assistant Chief Executive/Director of Policy, Performance & Communications

## Job title: Business Performance Manager

Directorate: DIRECTORATE TBC

Grade: J

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
<b>Vision, Strategy and Delivery</b>	Experience as a service leader in a complex organisation with similar responsibilities, budget and resources.		✓	✓	✓	
	Evidence of a successful track-record of creating a vision for service delivery, translating clear objectives to deliver outcomes that make a positive difference.			✓	✓	
	Evidence of successful involvement in building the reputation of services and inspiring people to deliver continuous improvement.			✓	✓	
	Evidence of driving accountability, balance risk and respect good governance and ensuring understanding at all levels.			✓	✓	
	Evidence of financial and commercial awareness with strong analytical skills and creative approach to problem solving.			✓	✓	
	Demonstrate an understanding of the current issues and challenges facing local government in general and Nottingham City Council in particular.			✓	✓	
	Experience of project management		✓	✓	✓	
<b>Leading People</b>	Evidence of successfully leading and motivating people and cultivating a culture that creates high performing people and services.		✓	✓	✓	
	Evidence of empowering others to take decisions and follow through confident actions, through strong and visible leadership.			✓	✓	
	Evidence of successful strategies in managing your own personal resilience and wellbeing at a leadership level and role modelling this practice.			✓	✓	
	Evidence of planning for the future delivery of services, including the effective workforce planning for capacity and capability challenges.		✓	✓	✓	

<b>Change and Innovation</b>	Evidence of leading change programmes, bringing others on the journey with you.		✓	✓	✓	
	Evidence of innovative service delivery models that continue to provide high quality services within a smaller financial scope.			✓	✓	
	Evidence of leading services or teams and experience of having to re-focus service priorities at pace following changes outside of the organisation's control.			✓	✓	
	Experience of developing cultures of continuous improvement where people feel included and involved.			✓	✓	
<b>Collaboration</b>	Evidence of working successfully in partnership across different sectors and fostering / harnessing partnerships.		✓	✓	✓	
	Evidence of actively working to develop a culture of collaboration.			✓	✓	
	Understanding of how to operate effectively and openly within the democratic process with the political acumen and ability/skills to develop productive working relationships with Councillors and to speak truth to power.			✓	✓	
<b>Equality, Diversity and Inclusion</b>	A deep understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to deliver inclusive services.			✓	✓	
	Demonstrating a thorough understanding of equality, diversity and inclusion challenges posed by providing quality public services in our multi-cultural city.			✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			✓	✓	
	Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity.		✓	✓	✓	
<b>Role related requirements</b>	Experience of developing and embedding effective business management to support improvements in services and outcomes.			✓	✓	
	Experience of undertaking effective research leading to evidenced based policies, strategies and decisions		✓	✓	✓	
	Experience of leading effective projects and change initiatives that have led to the delivery of agreed outcomes.			✓	✓	

	Experience of working effectively with a range of stakeholders in delivery of business management, change and service improvement.			✓	✓	
	Experience of co-ordinating, organising and ensuring the effective management of meetings/events/briefings with senior stakeholders.			✓	✓	

**P:** Pre-application    **A:** Application    **T:** Test    **I:** Interview    **D:** Documentary evidence

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