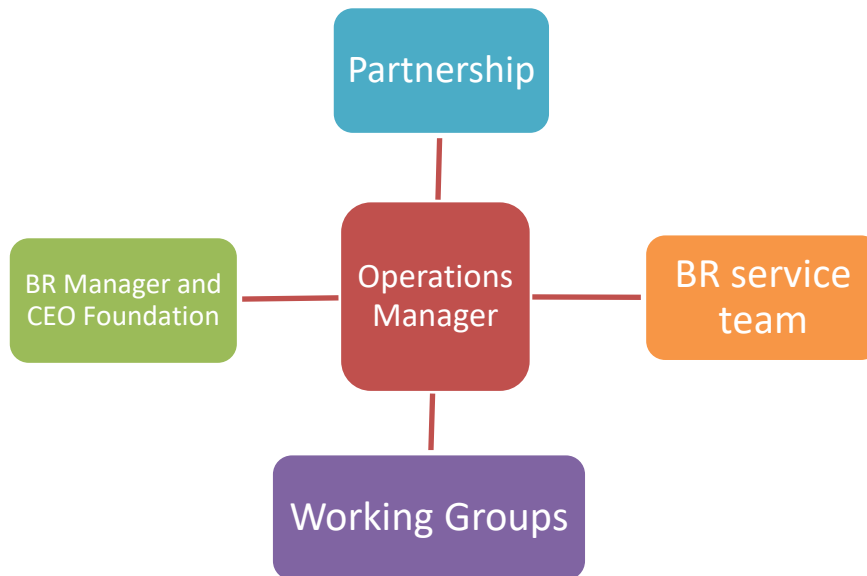


Invitation to tender for Biosphere Operations Manager

In the recent restructuring of the BR team a blended approach of the team working from within DCC and from the BR foundation was agreed. This role spans the Foundation and DCC and supports the BR Coordinator/Manager in his /her duties to draw more strategic programmes together.

Specification for Operations manager

Reports to: BR coordinator and CEO Foundation



Overall Purpose:

To provide a logistic support mechanism to the BR partnership by ensuring the functioning of the working groups and reporting their activity/progress against the 2014-2024 strategy to the partnership and specifically support the operations management in the BR team and Foundation.

1. Staff and resource management (40%)

- a) Ensure the Zero system is correctly populated with project information
- b) Support the recruitment and management of staff, volunteers, contractors and resources to achieve required service response, quality and cost performance indicators
- c) Development and oversight of staff and volunteer appraisals and supervision systems and in line with required competencies
- d) Monitoring performance against targets and deliverables for all contracts including performance of sub-contracting partners
- e) Monitoring and preparation of contracts for Foundation team.
- f) Ensuring contractual and regulatory compliance
 - i) Managing/support contract performance

2. Working Group Support and Management (40%)

- a) Provide a conduit between Core Management Group and Working Groups of the Partnership
- b) Maintenance of the monitoring framework for the Biosphere Strategy and Working Groups
- c) Reporting Working Group performance and activities to Core Management Group using the reporting system

- d) Attend and support Working Groups as necessary (especially those with low levels of Officer support)
- e) Support the BR manager in arranging and preparing Partnership meetings
- f) Mentor and support a project management discipline to the Working Groups if needed

3. Service and business development (10%)

- a) Analysis of performance against Partnership Strategy and Core Indicators leading to service changes and improvements
- b) Production and presentation of Reports and updates to the Core Management Group, to support internal strategic and performance review processes

4. Other responsibilities (10%)

- a) Represent the Partnership externally
- b) Work collaboratively with the Biosphere Staff, Management and Partnership Members
- c) Meet legislative and all relevant regulatory requirements
- d) Ensure the values of the Partnership are upheld across the organisation
- e) Carry out the above duties in accordance with the Partnerships principles, policies and procedures and uphold and implement them throughout all aspects of the work of the organisation
- f) Attend meeting and training courses as required, including regular supervision meetings and annual appraisal

Information details:

For the Foundation: Activity monitoring with outcomes and outputs linked to finance reports (prepared by other from online system)

For the Working groups: recording gross spend on projects and outcomes and outputs

For the entire BR partnership recording BR impacts.

Metrics used for impacts and outcomes must match the BR strategy and its metrics at least as core indicators.

Key Outputs

- Preparation of resource and performance reports for:
 - 3 x Core management group meetings per year
 - 3 x Partnership meetings per year
- Project management and performance management system populated and maintained
- Standard templates for tenders and contracts developed and maintained and used for engagement by DCC or BR Foundation. Tracking system in place.
- Supporting the contract management meetings for; BR projects (expected 24 meetings in total)

Time commitment estimate: 80 hrs per month

Total target fee to support this work will be £17K (inc VAT if applicable)

How to reply:

In writing providing what will be provided for the fee, with a breakdown of days and travel etc. CV highlighting experience of personnel to undertake the work by December 2020