

# CARE HOME BUSINESS IMPROVEMENT PARTNER



## Role Profile

<b>Title</b>	Care Home Business Improvement Partner	
<b>Grade</b>	GRADE I	
<b>Reference:</b>	N317n	
<b>Reports to:</b>	Strategic Commissioning Officer	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Professional	
<b>Primary purpose of role</b>	<p>Provide effective support to clients, colleagues and finance colleagues to provide assessment of current residential and nursing numbers and monitoring of trends to compare the existing business plan and inform the strategic commissioning vision.</p> <p>To lead and contribute towards the achievement of the Council's and client's objectives and play an influential role in the development of systems and working practices.</p> <p>To provide strategic finance advice to the Strategic Cooperative Commissioning Management Team providing expertise to support the Directorate's strategy and policy implementation</p>	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>▪ Test existing plan comparing modelling tools with updated data to ensure a sustainable medium term plan (15%)</li> <li>▪ The post holder will have a deep understanding of the strategic and operational drivers of the services, and the language and culture of their directorate (20%)</li> <li>▪ Provide business insights to drive transformation in finance modelling of the care home sector (20%)</li> <li>▪ Work with health partners for a single commissioning strategy and business plan for care home fee setting (15%)</li> <li>▪ Provide professional high level finance advice in accordance</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>▪ Timely and accurate identification of financial requirements and issues</li> <li>▪ Resolved and/or minimised risks</li> <li>▪ Production of long-term business plans that are fit for purpose</li> <li>▪ Improved financial management for the Directorate</li> <li>▪ Increased senior management confidence in the commissioning provision service</li> <li>▪ Monitoring performance against the commissioning strategy and plans agreed within integration</li> <li>▪ Ensure quality of the application of the Under-65 costing tool to</li> </ul>

	<p>with finance practice, legal requirements and Council policies/procedures (20%)</p> <ul style="list-style-type: none"> <li>Analyse and interpret all finance metrics. (10%)</li> </ul>	<p>avoid over/under funding of care packages.</p>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>Support business planning and produce long-term finance plans, providing senior managers with high level advice (15%)</li> <li>Provide specialist advice on the financial implications of organisation change (5%)</li> <li>Work as a key partner to their Directorate, providing business insights to drive transformation in commissioning practices and identify the relevant finance requirements and issues (15%)</li> <li>Produce and present financial reports to Committees, CMT and other similar bodies and provide financial implications, in discussion with others where necessary, in all relevant reports (10%)</li> <li>Ensure the production of financial reports and analysis sufficient to complete statement of accounts in accordance with required practice (5%)</li> <li>Provide effective financial advice to support the decision making process by undertaking financial analysis and modelling of proposals (15%)</li> <li>Analyse and interpret directorates' finance metrics, drawing out and effectively communicating insights from data and using these as a tool for informing decision making (20%)</li> <li>Provide training/coaching to commissioning, CCG and health colleagues as appropriate in relation to financial models for the care home sector (15%)</li> <li>Carry out other duties appropriate to the grade of the post.</li> </ul>	
<b>Essential qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>Fully qualified CCAB Accountant or equivalent, or fully qualified AAT</li> <li>Wide knowledge and understanding of Local Government finance, with a good understanding of accounting standards and codes of practice</li> <li>Knowledge of the local care market</li> <li>An understanding of the business partner model</li> <li>Commitment to personal and professional development.</li> </ul>	
<b>Desirable qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of law which relates to the post holder's specific area, in order to challenge financial decisions.</li> </ul>	
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>Demonstrable recent experience of providing expert financial advice to senior management</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Experience of using financial systems and PC applications, including spreadsheets</li> <li>▪ Experience of planning and organising individual workload</li> <li>▪ Experience of strategic planning, including forward planning with the ability to identify risks and contingencies, having a clear understanding of the direction of the service</li> <li>▪ Political awareness</li> <li>▪ Experience in providing a customer focused service</li> <li>▪ Experience of building customer relationships with purpose and impact</li> <li>▪ Substantial experience of providing strategic financial advice.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working as a business partner</li> <li>▪ Demonstrable recent experience of local authority finance</li> <li>▪ Experience of policy development, implementation, monitoring and reporting</li> <li>▪ Experience of project planning and project/change management</li> <li>▪ Breadth of experience across all local government finance.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Organising and planning skills to prioritise and plan work, set/achieve targets and deadlines, and contribute to longer-term development, i.e. corporate policies, budget preparation, Medium Term financial forecast etc.</li> <li>▪ Interpersonal and communication skills to deliver training, present accounts and financial monitoring information, and make recommendations about this information to all levels of staff</li> <li>▪ Influencing and negotiating skills to present an effective challenge to providers</li> <li>▪ Able to analyse, interpret and present financial and statistical data clearly; some of this data may be confidential and sensitive</li> <li>▪ A high level of numeracy, with the ability to process information promptly and accurately</li> <li>▪ Excellent keyboarding and ICT skills including Microsoft Office, PowerPoint and Excel, to prepare financial and statistical data and reports</li> <li>▪ Able to generate insight from quantitative and qualitative data and evidence</li> <li>▪ An analytical approach to business performance measures, linking productivity and utilisation indicators with finance metrics</li> <li>▪ Superb organisation and communication skills (written and verbal) honed in business partnering/advisory roles and the ability to build rapport quickly</li> </ul>

	<ul style="list-style-type: none"><li>▪ Be change-ready, with an eye on the horizon to anticipate opportunities and challenges, and able to adapt and flex as necessary</li><li>▪ Integrity, discretion and consideration.</li></ul>
<b>Corporate standards</b> <ul style="list-style-type: none"><li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li><li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li><li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li><li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li></ul>	