

Job title	Corporate Performance Manager
Reports to	Head of Accountability – External Relations
Department or team	External Relations (Accountability)
Date created	16/12/09
Ref No.	IRC44508
Grade/band	Level 3 – SEO (£33,072 pa)
Location	Newcastle
Purpose of this job	This post will manage the development, co-ordination and maintenance of the MMO corporate planning and performance system. This includes the framework for organising, automating and analysing business methodologies, metrics, processes and systems that drive business performance, setting performance standards, linking budget to performance, reporting results, and holding people accountable for results

Corporate Performance Manager

To work with the Head of Accountability to drive and develop all aspects of the MMO's Corporate Planning and Performance Management processes. This includes components of the Corporate Planning Framework i.e. Corporate Plan, Annual Plan, Business Delivery planning and the MMO's approach to performance improvement.

To lead and support performance management including working alongside functions to bring about improvement.

Accountabilities

- To manage the MMO's performance management and review cycle, including risk management, to ensure that the Senior Leadership Team, and the Board have an overview of performance across the MMO.
- To advise and work with Senior Management and others across the MMO to develop and implement a consistently strong approach to performance management and to risk management.
- To lead, promote and support business planning across the MMO, working with Managers - at Business Planning Workshops for example - to provide the required guidance, information and practical support to enable staff to produce plans that deliver the strategic outcomes.

- To prepare reports on corporate performance against stated aims, objectives and targets and benchmark performance against other NDPB's and external organisations. To identify areas of high achievement in order to build on good practice and highlight areas of low performance in order to facilitate improvement.
- To facilitate the development of partnership, joint working or information sharing initiatives in relation to Performance Management
- To co-ordinate the development and training regarding the Performance Management Framework and to support service redesign and culture change within the MMO.
- To provide support for corporate Change Management initiatives and ensure delivery of Performance Management
- Ensure ongoing development and engagement with internal/external audit, feeding back best practice into overall performance monitoring.

Stakeholder management, communication and working relationships

Internal and external stakeholders
<ul style="list-style-type: none"> • Board • Senior Leadership Team • All MMO managers and staff <p>Externally</p> <ul style="list-style-type: none"> • Defra • DfT • DECC • Key partners and stakeholders

Person Specification

Essential Criteria

- Corporate and business planning experience
- Good working knowledge of performance management principles and practice including process design.
- Knowledge and experience of the application and business benefits of IT systems.
- Experience of performance management frameworks e.g. balanced scorecard, EFQM etc.
- Experience of quality improvement approaches
- Project and programme management skills and experience
- Experience of risk management processes

Desirable Criteria

- Experience of working within NDPB or similar public body
- Delivery of workshops and staff training on business planning and similar

Core competencies

- Leading and influencing
- Making effective decisions
- Making things happen
- Navigating Change
- Collaboration

Role Specific Competencies

- Developing high performance
- Thinking with vision
- Delivering in partnership
- Delivering value for money