

Job title	Corporate Performance & Planning Officer
Reports to	Corporate Performance Manager
Department or team	External Relations (Accountability)
Date created	16/12/09
Ref No.	IRC44509
Grade/band	Level 3 – HEO (£26,745 pa)
Location	Newcastle
Purpose of this job	This post will support 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

Key Accountabilities

- To support the MMO's performance management and review cycle by ensuring that staff and managers receive timely, accurate and relevant information to inform performance and delivery.
- To 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 advise and work with staff in identifying appropriate measure of performance and suitable management information reports.
- To analyse and prepare management information in support of the Corporate performance managers. 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 contribute to the development and training regarding the Performance Management Framework and to support service redesign and culture change within the MMO.

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.
- Experience of Microsoft Office and other reporting tools
- Project and programme management experience

Desirable Criteria

- Experience of Business process design
- Experience of working within NDPB or similar public body

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

