

Job title	Head of Accountability
Reports to	Director of Networks
Department or team	Networks
Date created	16/12/09
Ref No.	IRC44507
Grade/band	Level 4 (£43,000 pa - £55,000 pa)
Location	Newcastle
Purpose of this job	This post will manage the overall MMO corporate planning and performance system, secretariat and Board support and business support functions, including Chief Executive and Directors PA's, within the Accountability function of Networks

Key Accountabilities

- To ensure the performance management framework is developed and implemented including managing and co-ordinating the strategic planning and annual business cycle, including working with internal/external audit
- Develop and manage the management information reporting mechanisms and ensure that systems are in place for effective reporting of key performance data at all levels in the MMO.
- Lead the MMO's programme of Risk Management and Business Continuity, specifically
 - To ensure that all priority objectives identified through planning, review or inspection are subject to a risk assessment.
 - To ensure that all assessed risks are formalized through the corporate Risk Register.
 - To ensure the report on risk is integrated with the MMO's business planning process.
 - To ensure that business continuity plans are in place in the event of major disruption to service.
- Provide support and guidance to the Secretariat function ensuring co-ordination with the senior leadership team
- Manage the business support function ensuring Chief Executive and Directors PA's and general business support deliver effective support services across the function and within the MMO as a whole

- Co-ordinate the relationship with Defra and Ministers and coordinate responses to requests, queries and correspondence from OGD'd and parliamentary bodies
- Co-ordinate responses to Fol's and PQ's
- Develop, implement and monitor quality standards across the MMO
- To direct special projects on behalf of the MMO Senior Leadership Team.

Stakeholder management, communication and working relationships

Internal and external stakeholders
<ul style="list-style-type: none"> • All staff and managers • Board • Senior Leadership Team <p>Externally</p> <ul style="list-style-type: none"> • Defra • OGD's • Audit

Person Specification

Essential criteria for this role:

- Understanding and operation of performance management frameworks, tools and techniques e.g. balanced scorecard, EFQM etc
- Understanding of corporate and business planning processes
- Understanding and operation of risk management systems
- Understanding of governance especially in relation to Boards
- Excellent project management skills

Desirable criteria for this role

- Understanding of NDPB's, government bodies and the stakeholder environment
- Understanding of Fol and Data Protection requirements

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