

JOB DESCRIPTION

Job Title	Corporate & Business Manager	Grade	D	Weekly Hours	37
Objective	To facilitate implementation of board, senior management and commissioning decisions and ensure best practice corporate governance standards.				
Accountable to	<ul style="list-style-type: none"> Senior management team 				
Responsible for	<ul style="list-style-type: none"> MG ALBA policy framework Formal consultations and correspondence Commissioning “deal memo” workflows Performance reports 				
Working relationships	<p>The post holder will work most closely with the CEO and senior management team and other senior decision-makers.</p> <p>The post holder will be line managed by the CEO.</p> <p>The post holder must have excellent working relationships with MG ALBA chair and board, with staff colleagues and with external advisers and partners.</p>				
Key result areas	<p>The post holder helps MG ALBA to operate smoothly across a number of areas by providing direct support to the CEO and Senior Management Team.</p> <p>The post holder ensures that:</p> <ul style="list-style-type: none"> MG ALBA’s policies are up-to- date, that they are written in such a way as to be helpful to staff and board, that they are promoted through communications and training, and that compliance is measured and reported on. This part of the job may involve use of external legal advice and training; Important papers for board (such as discussion papers), management (such as performance reports by colleagues) and stakeholder purposes (such as formal consultation documents) are of a high standard both in their content and in their presentation. This means that the post-holder must be able to author papers and support others in authorship of papers; Important action points arising from Board and Senior Management decisions and meetings are actioned; Content commissioning decisions are expressed in business terms as quickly as possible so that legal and financial colleagues are able to draw up contracts speedily and effectively; Administration for senior management team; Raw performance data are captured (by colleagues), stored and used to measure progress against Key Performance Indicators. 				
Key tasks	<p>The post holder must fulfil the following:</p> <ul style="list-style-type: none"> Regularly review the work programme of Senior Management and Board and take steps to actualise, highlight blockages, propose and implement solutions Author papers, support colleagues to author papers and proposals to required standards, prepare briefings for events and stakeholders Project plan and manage the workflows that lead from commissioning to contracts 				

	<ul style="list-style-type: none"> • Manage, source, create, and publish important information for MG ALBA and stakeholders • Manage the regular review of MG ALBA’s policy framework, taking legal advice as appropriate, and ensuring compliance with policy. • In-gather performance data, and create – or elicit from colleagues - monthly and quarterly progress reports
Core skills	<ul style="list-style-type: none"> • Relevant qualifications and / or previous executive assistant, legal, para-legal or business management experience; • Excellent interpersonal and communication skills (oral and written) in both Gaelic and English; • Strong technical skills in relation to authorship; • Ability to create high quality documents and presentations for reporting purposes; • Good/confident presentation skills and the ability to represent the organisation well with advisers and stakeholders; • Able to project manage own time and exercise good judgement in prioritising according to urgency and priority; • Strong team player, able to work consultatively and to manage upwards; • Excellent organisational and planning skills; • Ability to build and maintain excellent working relationships internally and externally; • Ability to anticipate issues in advance, providing solutions, recommendations and escalation in a timely manner; • High level of commitment to personal and professional development • Ability to “manage up” and to elicit the best from colleagues. <p>Professional qualifications are desirable but not essential. Aptitude, attitude and a proven track record in both language skills and website management are essential. The post-holder is in the “engine room” of MG ALBA and a key enabler of delivery and of change. It is essential that the individual is fully committed to a culture of digital and inter-personal collaboration and is able to take decisions and hold themselves accountable for them.</p>
Time horizon	Permanent