



JOB DESCRIPTION AND PERSON SPECIFICATION

Head of Business Operations

CONTRACT TYPE:	Full time permanent position
SALARY:	£40,000 - £50,000 per annum (dependent on experience)
REPORTING TO:	Chief Executive Officer

Scottish Cycling

Scottish Cycling is the National Governing Body for cycling in Scotland and the largest cycling membership organisation. Our home base and the performance hub for our sport is the Sir Chris Hoy Velodrome which was built for the 2014 Commonwealth Games in Glasgow. The legacy of the London 2012 Olympics, Glasgow 2014 and the most recent 2018 European Championships has seen unprecedented growth in the popularity of Cycling and world class cycle sport facilities created. Working across six different disciplines of cycling, we are committed to a range of initiatives from playground to podium to create a Nation of Cyclists, maximising participation for all and delivering ongoing international success.

Job Purpose

The continued growth of the organisation has resulted in the need to strengthen and develop our business operations and support function. The Head of Business Operations is a new post and has been created to meet our challenges and opportunities for organisational efficiency and continuous improvement. In addition to our growth as a sport there is increasingly significant emphasis on the need for the highest standards of governance. We must ensure our own compliance but also lead and support our membership to ensure we uphold the very highest standards, operate efficiently and successfully whilst being transparent and accountable.

The postholder will support the CEO and be responsible within the Senior Leadership Team for managing the business operation functions across Scottish Cycling, ensuring that we are legally compliant and have the necessary policies, systems and procedures for the organisation to grow and be efficient and effective.

Key Job Responsibilities

- Responsible, through the direction of the CEO and Board, for developing performance management reporting against the 2019-23 Strategic Plan and Annual Business Plans. This will require you to work across the Senior Leadership Team to ensure documentation and reports are produced on time and to a high standard for the CEO, board and stakeholders.
- To foster a supportive service culture within the Business Operations team and provide strong leadership that upholds and enables our organisational values to be lived.
- To be responsible for Scottish Cycling's day to day Business Operations function, providing strong leadership and management, setting goals and ensuring the team are supported and have a clear understanding of their responsibilities.

- To identify and deliver improvements to policies, systems and procedures across the business to enable efficient and effective management of the organisation and ensure these are embedded and applied to maximum effect.
- Oversee the finance function; ensuring the accounting system, banking, payroll, pensions and policies are compliant with the organisation's fiscal obligations.
- Champion good governance in all aspects of the organisation, specifically ensuring compliance with risk management, financial and legal obligations. This will include but is not exclusive to commercial agreements, leases, contracts, insurance, information, health and safety and employment legislation.
- In conjunction with the Board Sponsor for Communications, oversee the effective operation of the Board Communications Committee and manage the Communications Officer to ensure all external and internal communications enhance the reputation and understanding of Scottish Cycling and its aims and objectives.
- To lead on relationships with external suppliers and service contracts ensuring these provide best value. Current services include HR, Legal, Finance, ICT and Child Welfare/Safeguarding but may be reviewed or extended to meet the needs of the organisation.
- Provide support to the Chief Executive and Chair in the administration and governance of the Board and Board Committees.
- When required, deputise for the CEO and act as a spokesperson for Scottish Cycling.

Integration with British Cycling (BC)

Support the CEO and Senior Leadership Team to build upon and continuously improve the partnership arrangements with British Cycling. Support the negotiation of financial and service arrangements and the creation of robust documentation to ensure effective delivery, integration and alignment where appropriate.

Professional Development

The postholder will be required to agree a programme of professional development with the CEO in order to deliver business priorities and keep practices current.

The above job description will be subject to annual review to ensure that it continues to reflect the needs of the Scottish Cycling Strategic Plan and Annual Business Plan priorities.

You will be required to undertake any other duties and responsibilities commensurate with the role as required by the organisation.

Person Specification: Head of Business Operations

Competency	Essential	Desirable
Educational, Technical and Professional Qualifications	<ul style="list-style-type: none"> • Educated to degree standard or equivalent. If no formal qualification, exceptional and appropriate work experience 	<ul style="list-style-type: none"> • Degree, Post Grad or Masters in Business Administration or equivalent
Relevant Work Experience	<ul style="list-style-type: none"> • Experience of responsibility in a General Management leadership role • Experience of leading and managing diverse staff teams • Experience of working in a customer focused environment • Experience of a busy, diverse, target driven working environment • Proven experience of business planning and financial management. • Proven experience of managing corporate governance. 	<ul style="list-style-type: none"> • Experience of working in a Sport environment • Specific Experience of HR management, Financial Management, Marketing and Communications • Experience of developing policies and managing risk.
Skills	<p>Demonstrable experience of;</p> <ul style="list-style-type: none"> • Business Planning • Risk Management • Corporate Governance • Systems management, including finance and IT • Team management and development • Excellent communication and interpersonal skills • Excellent influencing and negotiating skills 	<ul style="list-style-type: none"> • Experience of communications including social media and working with website • Knowledge of the voluntary sector and dealing with public investment • Knowledge of the governance structures within sporting bodies and related organisations • Knowledge of Scottish Cycling plans and cycling landscape across the UK
Personal Qualities	<ul style="list-style-type: none"> • Innovative leader • Enthusiastic and engaging personality • Resilient, able to work to deadlines and cope with pressure • Empathetic, tactful and positive • Confident and able to work autonomously • Willingness to undertake routine activity to get the job done • Delivers High Quality Standards 	<ul style="list-style-type: none"> • Versatility and creativity • Flexible approach to working and the ability to work flexible hours to suit the job

Details of the Post

The post will be based at the Sir Chris Hoy Velodrome in Glasgow; however a flexible approach will be required to manage the demands of the job. Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the Scottish Cycling's Travel and Subsistence policy.

The Employer's holiday year runs from 1st January to 31st December inclusive. Your entitlement, based on a full time position, is 39 working days paid holiday, including statutory leave entitlement, 7 days of which must be used when the office is closed over Christmas.

The post is full time 37.5 hours per week although there will be an expectation to work flexibly to meet the needs of the organisation. The nature of the organisation is that meetings and events happen at weekends and evenings and the postholder will be required to attend at least some events out with normal Monday to Friday working hours.

Scottish Cycling operates a defined contribution pension scheme, and if the employee contributes 5%, so will Scottish Cycling.

Gold Membership of British Cycling

Recruitment process

The closing date for applications for this post is 12 noon on **Monday 24th September 2018**.

Scottish Cycling is committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited, and welcomes application from all sections of the community.

Full details of the job description and an application form can be obtained from our website www.scottishcycling.org.uk or by calling Stephen Hilbourne on 0141 554 6021. Applications received by email are preferred.

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Interviews will be held on Friday 5th October 2018 at the Emirates Arena Glasgow and will be by panel interview with a presentation.

It is expected that a decision will be taken within a week of the interviews and the aim is that subject to satisfactory references and notice periods, the successful candidate would commence as soon as possible.

Approved by:
Craig Burn, CEO, Scottish Cycling
August 2018