



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Strategic Planning and Performance Manager
<b>DIRECTORATE:</b>	Strategy and Policy
<b>GRADE:</b>	£40,804 - £44,327 per annum (Manager Scale)
<b>REPORTS TO:</b>	Strategy & Policy Director
<b>STAFFING RESPONSIBILITIES:</b>	Deputy Manager (1)

### SUMMARY OF JOB:

To develop, manage and maintain the organisation's strategic planning and performance management processes. The job holder will be the main point of contact between sponsor departments and will co-ordinate InterTradelreland's external relationships with them; Department for the Economy (DfE) in Northern Ireland, Department of Enterprise, Trade and Employment (DETE) in Ireland, the North/South Ministerial Council (NSMC) and the major economic development and policy agencies with whom we work.

### KEY DUTIES & RESPONSIBILITIES:

- Proactively engage with key policy makers, keep informed of policy initiatives in both jurisdictions and identify opportunities for strategic policy collaboration and development.
- Co-ordinate communications and liaise with Sponsor Departments (DfE and DETE) and the NSMC around such matters as the above plans and processes.
- Lead the development, consultation processes and management of InterTradelreland's strategic planning processes including the development of Corporate Plans & Annual Business Plans.
- Co-ordinate external planning relationships with policy organisations & economic development agencies.
- Manage and continuously improve InterTradelreland's Performance Management Framework and associated processes ensuring compatibility with Corporate Plans and Key Performance Indicators. This will include the management of the co-ordination process by which organisational and project level targets are set within Annual Business Plans.
- Implement a digital performance management and monitoring system that integrates with other IT systems in use in InterTradelreland.
- Manage InterTradelreland's monitoring of service activity.
- Manage and quality check InterTradelreland's Evaluation and Economic Appraisal process.
- Provide monthly, quarterly and annual performance reports.
- To undertake equality duties as required under Section 75.

**This Job Description is a broad outline only of the duties of the post and these may be revised and added to as needs evolve.**



Reviewed March 2021

# PERSON SPECIFICATION

Evidence of the following criteria will be assessed via the application form **and/or** interview.

Essential Criteria:	Desirable Criteria:
A third level (Hons degree or above) or equivalent professional qualification.	A third level or equivalent professional qualification in a business related discipline.
At least 2 years' experience of working in a role which has significant business planning responsibilities that should include developing corporate plans and /or business plans.	Experience and knowledge of the political structures and workings of the NI Assembly, Oireachtas and related institutions such as the North-South Ministerial Council and the cross border bodies.
<b>Communications:</b> Successful track record of engaging effectively with others and building productive partnerships with key stakeholders.	Experience of liaising with senior government official and/or elected representatives.
<b>Performance Management:</b> Experience of monitoring and reporting on organisational performance using a management information system.	Experience of developing an organisational Performance Management Framework and associated processes.
<b>People Management:</b> Experience of effectively managing people through conveying a clear vision and sense of purpose and ensuring effective relationships and teamwork.	

# REQUIRED COMPETENCIES

Below is a full list of the key competences for a Manager grade which will be assessed via the application form and/or interview process.

## **Manage Business Strategy**

- Contribute to the formulation of business strategy to guide the work of the organisation.
- Develop plans which assist with the implementation of the organisation's strategy.

## **Manage Performance**

- Contribute to the review and evaluation of the organisation's performance.
- Monitor and maintain service delivery to meet customer requirements.
- Initiate, plan and implement change and improvement in services and systems to meet customer needs.

## **Manage Resources**

- Assist in identifying and bid for effective resource allocation for activities.
- Approve, plan, monitor, evaluate and control the use of resources.

## **Manage People**

- Develop teams and individuals to improve performance and meet business objectives.
- Plan, allocate, monitor and evaluate work carried out by teams, individuals and self.
- Create, maintain and enhance effective working relationships.
- Assess own development needs and develop self to improve job performance and fulfil future potential.
- Select personnel.

## **Manage Information and Communication**

- Seek, organise, evaluate and communicate information in order to meet customer needs.
- Analyse information to solve problems and make decisions. Communicate message/information to others in order to influence them and gain their commitment.