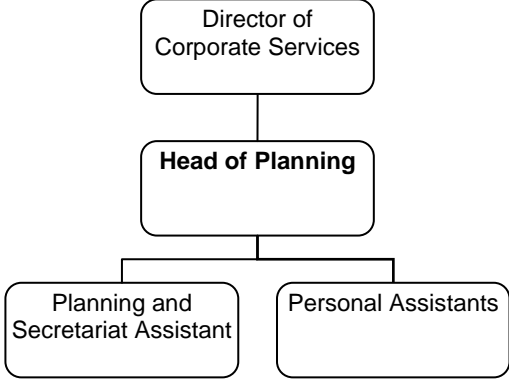


<b>ROLE PROFILE</b>	<b>Head of Planning</b>
<b>REPORTING OFFICER</b>	Director of Corporate Services
<b>COUNTERSIGNING OFFICER</b>	Chief Executive
<b>BAND</b>	<input type="checkbox"/> SCS 2 <input type="checkbox"/> SCS 1A <input type="checkbox"/> SCS 1 <input type="checkbox"/> Shadow Band A <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
<b>TEAM STRUCTURE</b>	 <pre> graph TD     DCSD[Director of Corporate Services] --&gt; HOP[Head of Planning]     HOP --&gt; PSA[Planning and Secretariat Assistant]     HOP --&gt; PA[Personal Assistants]           </pre>
<b>I. ROLE PURPOSE</b>	
<p>To advise the Chief Executive, Director of Corporate Services and other senior staff on: corporate planning and governance, strategic key performance indicators, manpower planning, forecasting and monitoring inquiry workload, inquiry planning, quality assurance, and liaison with members.</p> <p>Provides input to accountability matters and support to Chief Executive and Audit Committee.</p> <p>Acts as Deputy to Director of Corporate Services particularly for the management of risk and for annual reporting.</p> <p>Provides support to Chairman on issues relating to Members.</p>	
<b>II. ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1) Maintain contact with OFT and other regulatory bodies on the timing of possible references to the CC and ensure that relevant staff are informed.</li> <li>2) Manage the resource represented by the body of members, including advising the Chairman on their allocation to inquiries, planning future needs for new members, identifying and meeting training needs and acting as a main point of contact for queries.</li> <li>3) Facilitate the smooth inception of inquiries and investigations, monitor their progress and help to evaluate performance and propose improvements to efficiency.</li> <li>4) Assist the Senior Management Team (SMT) with setting objectives and plans for the CC and monitoring progress, in particular through co-ordination of the Business Plan, and regular reports on progress against objectives to Council, BIS and HMT.</li> </ol>	

- 5) Provide reports and effective support to the SMT and senior committees including the Council, Security Working Group and Corporate Services Management Team.
- 6) Co-ordinate the production of the Annual Report.
- 7) Assist Senior Management where needed regarding the institution change consultation, and any changes that may result from the consultation, such as a merger with the OFT.
- 8) As the CC's Risk Manager, oversee the process for identification, recording and management of risks, reporting regularly to the Audit Committee, Internal Audit and Council.
- 9) Ensure that the CC has in place effective policies and procedures for complying with the Freedom of Information and Data Protection Acts and for managing any potential conflicts of interest.
- 10) Set objectives for, manages and motivates the Planning Assistant and two PAs to the Chairman and Deputy Chairmen.
- 11) As a designated Information Asset Owner, understand the importance and relevance of the data that the CC holds and the risk associated with improper use, handling or disclosure of that information. Ensure that all data users within the designated responsibility area receive appropriate training at commencement and annually. Ensure that the team stores and uses data appropriately in the course of day-to-day work, assess the seriousness of any leak or concern and, if necessary, report to the Senior Information Risk Officer.

### III. PERSON SPECIFICATION

#### 1. Knowledge and experience

- Educated to degree level (or equivalent) with a good record of academic achievement.
- Knowledge of business planning and strategy in order to work in close partnership with senior managers on corporate planning and corporate performance management.
- Understanding of corporate governance and risk management requirements, and specifically as they impact the public sector.
- An understanding of the government regulatory framework within which CC needs to operate as an NDPB; including some understanding of the UK competition regime and the Enterprise Act.
- Knowledge of the Freedom of Information and Data Protection Acts, including data handling issues
- Experience of managing or supervising others in a way which values different ways of working and focusses on achieving set goals.
- Managing resources and budgets, specifically within the public sector.

#### 2. Skills and qualities

- Strong interpersonal skills in order to communicate and interact with staff of all levels
- Well developed analytical and drafting skills.
- Ability to see the bigger picture while maintaining attention to detail
- Aware of need to keep others informed, while maintaining confidentiality and security of information.
- Capable of working flexibly and promoting team working in order to meet deadlines.
- Changes direction without difficulty in light of new information or demands.