

Job Description Template

1. Job Details

Job title:	Business Manager, Scottish Student Sport
School/Support Department:	Corporate Services Group
Unit (if applicable):	Sport and Exercise (SE)
Line manager:	Chief Operating Officer, Scottish Student Sport

2. Job Purpose

To efficiently and effectively manage finance, administration and business development functions within Scottish Student Sport (SSS). Responsible for financial management and oversight of the SSS office environment.

3. Main Responsibilities

	Approx. % of time
1. Operational management of financial and commercial aspects of SSS; including involvement (with COO) in strategic financial planning; budgetary monitoring and forecasting, actively seeking sponsorship opportunities, liaison with current sponsors and suppliers. Delegated responsibility for day to day financial management and oversight of financial handling, book-keeping and sage input. Identifying gaps and making recommendations for improvements in these areas	40%
2. Responsibility for upholding and improving business development & administrative procedures to underpin the smooth, efficient and secure operation of SSS.	25%
3. Delegated responsibility for policy frameworks and practices across SSS, in areas including equality, data protection, and conduct.	15%
4. Responsibility, in conjunction with University of Edinburgh, for the management and oversight of the SSS office environment, including procurement & supplier relations, IT, furniture, interior decoration and security	15%
5. Support the development of a range of professional services and projects for the membership and actively promote sport and physical activity within the Scottish tertiary education sector	5%

4. Planning and Organising

- o Plan, up to one year ahead, a range of designated projects and processes to further the financial sustainability, business efficiency and operational effectiveness of SSS.
- o Assist the Chief Operating Officer in producing regular reports to the Executive Council & other committees as well as ensuring effective management and control of SSS finances.
- o Develop a reasonable understanding of all aspects of SSS work in order to be able to deputise for other staff members if necessary.

5. Problem Solving

- o Handling day-to-day problems that arise within the SSS office, with volunteers, or in relation to involvements with Committees, and solve using professional judgement and / or applying SSS policies/procedures.
- o Critically review and make suggestions for improvements to existing processes and procedures to improve the efficiencies and effectiveness of SSS.

6. Decision Making

- o Coordinate and manage projects in order to contribute to the achievement of SSS objectives.
- o Help set annual performance targets for SSS.
- o Plan own work schedule (daily, weekly, and monthly) to ensure primary responsibilities are carried out to the agreed standard, timescale and budget ~ refer significant business difficulties / conflicts to Chief Operating Officer.
- o Setting / deploying annual income and expenditure allocations, and performance targets, for SSS events and projects, in reference to internal and external dimensions / opportunities as agreed with the Chief Operating Officer.

7. Key Contacts/Relationships

Personnel on SSS Committees (Executive; Competitions; Development; Fora); Staff in Scottish Universities & Colleges (Directors, Sports Presidents, supporting staff); SSS Volunteers; student clubs; sportscotland; Volunteering Groups; sports coaches/officials.

8. Knowledge, Skills and Experience Needed for the Job

- o Educated to degree level with some vocational experience in the sport or leisure industry.
- o Ability to prioritise workload, meet tight deadlines and cope with complex issues.
- o Experience in coordinating work of others and managing/ supervising staff
- o Proven communication (verbal and written, including report writing), presentational and interpersonal skills.
- o Preparedness to work independently and respond to unforeseen situations.
- o Possess an outward-facing approach and willingness to network.
- o Understand organisation/structure of Scottish sport and TE sector.
- o Empathy with students; team player; good IT skills (excel, sage, word, email, web-based software); flexible, approachable, passion for sport/exercise, independent thinker.

9. Dimensions

Project management responsibility for programmes of various sizes; Financial management of annual budget of circa £700k. SSS is a dynamic governing body for Scottish tertiary education Sport & Activity (35 Unis/Colleges; representing some 600+ sports clubs across 35 competitive sport programmes); role involves significant independent working and networking; mix of policy and practice.

10. Job Context and any other relevant information

Role is within a fixed democratic and constituted structure; position has nation-wide remit; need to balance new procedures/approaches against historical practices; post-holder will occupy office at 48 Pleasance and be line-managed by the SSS Chief Operating Officer.

11. Verification

I agree that this job description conveys an accurate description of this job.

Manager: *Director, CSE* *Jim Aitken*

Job holder: