Job description

Job title: Corporate Business Planning Co-ordinator
Level: Level 5
Directorate: Strategy and Policy
Section: Corporate Business Planning
Location: Manchester or London
Reporting to: Corporate Business Planning Manager

Job purpose

To provide high quality administrative support to the Corporate Business Planning team. The team is responsible for the effective co-ordination of business planning; monitoring and reporting to the Executive Board, Audit and Risk Committee, Council, and the Professional Standards Authority; and risk management.

The team is split across London and Manchester, and works with a wide range of colleagues at all levels across the organisation. The Corporate Business Planning Co-ordinator will be responsible for ensuring the team are well supported and organised, and will gain a variety of experience across the range of the team’s functions.

The Corporate Business Planning team has recently moved to the Strategy and Policy Directorate, to enable closer working with other functions involved in planning. This will include close working with the Strategy team, to support development of clear plans for how the organisation will deliver the GMC’s next Corporate Strategy. This role will have the opportunity to work collaboratively with the Strategy team, and with others in the wider Directorate. This will at times require providing administrative support beyond Corporate Business Planning team. The ability to work in a collaborative way, with excellent communication skills, is therefore key to this role.
**Main responsibilities**

1. Provide general, high quality administration as required by the Corporate Business Planning and Strategy teams. This will include supporting the Assistant Director for Corporate Business Planning with travel, expenses and other administrative support as required.

2. Prepare reports and presentation materials for GMC governance Boards and Council, to agreed timeframes and quality requirements.

3. Undertake proof reading for internal and externally published documents to ensure they are accurate, in line with GMC style requirements, and written in clear and plain English.

4. Prepare and manage data, and undertake basic analysis using Microsoft Excel, Microsoft Project Online, Power BI and similar software, to support the business planning and reporting processes.

5. Ensure that the team makes best use of communication channels such as Microsoft Teams to support ways of working.

6. Arrange meetings, video and teleconferences and booking meeting rooms.

7. Organise team meetings and away days, including taking notes, preparing agendas and maintaining action and risk logs.

8. Ensure that document management systems are well organised and maintained, with clear processes for version control.

9. Manage a central team calendar.

10. Update relevant pages on the GMC’s internal and external websites.

11. Any other reasonable duties as may be assigned from time to time.

*Last updated September 2019*
Key skills

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Key skill 1 – technical knowledge and skills

a Good working knowledge of the Microsoft Office suite, and in particular Outlook, Word, Excel and PowerPoint. Ability to develop and apply capabilities in specialist project and portfolio management software such as MS Project Online is also required, and full training will be provided.

b The ability to prepare presentation materials that summarise information clearly, concisely and with awareness of different audiences.

c The ability to plan and manage effective internal meetings, ensuring that clear notes are taken with key actions and decisions recorded and monitored.

d The ability to amend and reformat complex documents, such as spreadsheets and tables, often at short notice and with a high degree of accuracy.

e The ability to develop a broad understanding of the issues relevant to healthcare regulation and the work of the GMC and to work within established policies and procedures.

f Ability to assimilate information and respond accordingly.
Key skill 2 – communications skills

g  The ability to proof read, review the work of others and ensure that written materials meet GMC style guidelines, are in clear and plain English with a high level of accuracy.

h  Able to communicate confidently and professionally with a range of colleagues, including those who are very senior.

Key skill 3 – interpersonal skills

i  The post holder must have the ability to establish and maintain good working relationships with team members and other colleagues, taking a proactive approach to provide support across the whole team and being able to work in a collaborative way.

j  Maintains confidentiality and applies discretion where necessary.

k  To demonstrate excellent customer service in all interactions with internal and external stakeholders.

Key skill 4 – organisation skills

l  Excellent organisational and time management skills, with a sound ability to prioritise own workload and ask for support if required.

m  Flexible and proactive approach to providing support across multiple individuals and teams.

n  The ability to deliver within deadline and to a high standard of accuracy and attention to detail, often at short notice.

Key skill 5 – innovation and problem solving skills

o  Able to demonstrate initiative and resolve problems as they appear in the day-to-day work.

p  The ability to make recommendations on improving systems and procedures.

q  The ability to adapt to change, working in an environment of growth and innovation and as part of a team.

_Last updated September 2019_
Terms and conditions

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The following terms and conditions apply to this post.

Salary band
Manchester salary banding is £22,414 to £28,161 with an exceptional maximum of £32,462.

London salary banding is £27,565 to £35,155 with an exceptional maximum of £40,492.

This is the salary band for the role and the successful candidate will move through this band whilst in the role. We look to appoint successful candidates towards the bottom of the salary band.

Annual leave
25 days a year, increasing by one day for each year of service up to a maximum of 30 days. You are required to use up to two of these days should the GMC decide to close its offices over Christmas.

Pension
Our workplace pension is the GMC Group Personal Pension Plan, which is operated by Aviva. This is a defined contribution scheme where members receive a 15% employer contribution. There is no requirement for you to make an employee contribution, however you may wish to consider which rate you would like to make, which will be deducted from your monthly salary under our salary exchange arrangement. You can choose to join the pension scheme as soon as you start work at the GMC. But if you don’t opt in straight away, you will be automatically enrolled if you are eligible and most...
people working at the GMC will be. If you are automatically enrolled, but you don’t want to stay in our pension scheme, you do have the right to opt out.

**Other benefits**

Private medical insurance with AXA PPP. Employee assistance programme with AXA ICAS.

**Hours of work**

35 hours a week, 9:00 to 17:00, Monday to Friday.

**Location**

350 Euston Road, London, NW1 3JN or 3 Hardman Street, Manchester M3 3AW. Some travel to other locations will be required.