



**Birmingham**  
City Council

## ABOUT BIRMINGHAM

Birmingham City Council, based in The Council House, Victoria Square, Birmingham B1 1BB, is the largest local authority in the UK – serving a population of a million citizens daily.

Based in the centre of England we are easily accessible by road, rail and air. When the redevelopment of New Street railway station and the new rapid transport systems are completed travelling to and around the city will be even easier.

We are the youngest city in Europe with under-25s accounting for nearly 40% of our population. We have over 400 schools, 15 universities and three university colleges within one hour's drive of the city.



We have great theatres, museums, the world famous [City of Birmingham Symphony Orchestra](#), beautiful historical buildings and our iconic [Library of Birmingham](#). We also have amazing concert and sporting venues such as the [NEC](#), [Edgbaston Cricket ground](#) and [Alexander Stadium](#).

Dining out in our city has something for all tastes with Michelin star restaurants across the city, Spicel Street by the [Bull Ring](#), the [Chinese Quarter](#) and our very famous [Balti Triangle](#).

Birmingham is still one of the most popular places to shop in the UK, with the impressive names of Selfridges and Debenhams already established here, the development of the new John Lewis store will add another fantastic dimension to the retail experience.

And that's just where we are now. With our [Big City Plan](#) and [adopted Development Plan](#) taking us forward and the exciting ongoing changes to the landscape of our city, and the upcoming [Commonwealth Games](#) in 2022, Birmingham will only continue to improve.

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## BIRMINGHAM IS EXPERIENCING ONE OF ITS MOST EXCITING PERIODS OF REGENERATION AND DEVELOPMENT IN RECENT TIMES.

We aim to be a city of growth where every child, citizen and place matters - and Birmingham City Council wants to make a positive difference, every day, to people's lives. This underpins everything we do, whether that's setting our priorities, making decisions or delivering services.

### Our priorities

Guided by the present situation – with a rising demand for services (especially adult social care), financial pressures and the need to invest in children's services – we plan to focus our resources on five key priorities:

- Birmingham is an entrepreneurial city to learn, work and invest in
- Birmingham is an aspirational city to grow up in
- Birmingham is a fulfilling city to age well in
- Birmingham is a great city to live in
- Birmingham residents gain the maximum benefit from hosting the Commonwealth Games
- Birmingham is a city that takes a leading role in tackling climate change

The council is just one key player in achieving these priorities. Over the next few years, our financial situation remains challenging so our role in the city needs to change. One of the biggest shifts we'll need to make is to move from directly delivering services to a position where we use our resources to enable and facilitate others. This means a much greater focus on collaboration and partnerships.

We see the council's role as providing strategic leadership – that's being able to visualise a new future for the city and equipping others to share our vision. We want to ensure the provision of decent services for all, so we can focus on supporting those least able to support themselves. And we'll work with partners and put citizens and neighbourhoods at the heart of our decision-making.

### The resources to deliver these priorities

- [Budget for Birmingham for 2019 to 2020](#)
- [Council Financial Plan](#)

### Useful links

[Birmingham City Council Wikipedia page](#)

[Birmingham City Council news page](#)

[How the Council works](#)

[How the Council is changing](#)

[Working in Birmingham](#)

[Council performance](#)

[Council financial plan](#)

[Birmingham City Council finance](#)



***We're proud of the culture we are building – an open, inclusive and diverse workplace in which everyone has the opportunity to be their best. To join this journey, newly appointed employee's will be fully supported with a structured induction programme to help you settle in.***

## JOB DESCRIPTION

**JOB TITLE: Senior Business Analyst**

**GRADE: GRADE 5**

**POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO**

### **1.0 JOB PURPOSE**

- 1.1 To support the Finance Manager and HoCF in the finance team's delivery of financial services to prescribed standards and to timetable, leading delivery within designated service areas.

### **2.0 RESPONSIBILITIES**

- 2.1 To deputise for the Finance Manager on a range of matters and have responsibility to make decisions and to take appropriate action.
- 2.2 To have responsibility for independently resolving problems within the service area within BCC framework.
- 2.3 To be responsible for supervising the team within the service area including the allocation of work, monitoring and review of output, managing performance, development and recruitment.
- 2.4 To undertake long term project plans (in excess of 3 months) and oversee their delivery.
- 2.5 To assist in ensuring that strategic and business needs and expectations are met to the agreed levels, within the Business Plan.
- 2.6 To understand the direction for the service area and to lead in monitoring and reviewing this, to ensure compliance, including business plans.
- 2.7 To play a lead role in ensuring that the team's KPIs are met.
- 2.8 To ensure professional and efficient customer care service delivery by the team and liaise with stakeholders to explore future delivery needs.
- 2.9 To assist in interpretation of statutory regulations, Standing Orders and LA Financial procedures.



- 2.10 To assist and give advice to Budget Holders/Budget Managers in managing and steering complex budgets, to maximise efficiency.
- 2.11 To ensure compliance with BCC and Directorate (Accounting and Financial) policy and procedure and provide corporate management information.
- 2.12 To identify key business forecasting information, undertake analysis and financial modelling, and make recommendations for long term planning including project planning.
- 2.13 To collate, report and monitor complex data ensuring the provision of management and performance information to Heads of Service.
- 2.14 To analyse financial reports provided by the Business Analysts, identifying issues, recommending solutions and influencing decision making by Senior Officers.
- 2.15 To lead in ensuring the service area's compliance with all statutory, local and corporate guidelines, policies and procedures and assist managers to deliver such processes across the business.
- 2.16 Working with appropriate Service Heads, to ensure the delivery of effective forecast planning and that long-term plans are acted upon.
- 2.17 To input into a continued improvement of the service delivery area.
- 2.18 To be responsible for ensuring the maintenance of records and database management systems.
- 2.19 To be responsible for two-way communication on all relevant information to all stakeholders through a variety of media, including maintenance of guidance and support information for service users.
- 2.20 To be responsible for ensuring that management and service delivery are compliant with BCC Equal Opportunities policy and that equality and diversity are a key business focus.

## OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

### 3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION

- 1. Regularly supervised with work checked by supervisor.
- 2. Left to work within established guidelines subject to scrutiny by supervisor.



3. Plan own work to ensure the meeting of defined objectives.

4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
Business Analysts Analyst			2 2

\*Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS**

	<b>Managers</b>
<b>Equality/Diversity</b>	Promote, adhere to and implement the City Council’s Policy on Equality of Opportunity within your Team/Section/Division and within the Directorate generally and work consistently to embed equality and diversity into service delivery through the Equality Impact Needs Assessment process.
<b>Sustainability</b>	Promote the City Council’s sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.
<b>Health &amp; Safety</b>	Implement the Directorate Health and Safety Policy ensuring that there is <ul style="list-style-type: none"> <li>- regular and systematic identification, review and evaluation and control of risks</li> <li>- promotion of safe working practices</li> <li>- action to stop unsafe working practices and procedures</li> <li>- compliance with the Health &amp; Safety Policy</li> </ul>



## PERSON SPECIFICATION

**JOB TITLE:** Senior Business Analyst

**GRADE:** Grade 5

**DIVISION:**

**SECTION:**

**Method of Assessment (M.O.A.)**

AF = Application Form   I = Interview   T = Test   P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
<b>EXPERIENCE</b> (Relevant work and other experience)	1. Experience of managing a finance team within a complex environment.	AF/I
	2. Experience of providing financial advice to Officers on a range of operational issues.	AF/I
	3. Experience of partnership working (with internal and/or external partners).	AF/I
	4. Experience of managing operational relationships with stakeholders.	AF/I
	5. Participation in the successful delivery of equal opportunities in both employment and service delivery within organisations.	AF/I
	6. Experience in the preparation and presentation of business documents and reports.	AF/I/T/P
	7. Experience of effective resource management (human and financial) including monitoring and reviewing the use of resources	AF/I/T
	8. Understanding of political processes and some experience of managing politically sensitive issues.	AF/I
	9. Experience of participating in corporate initiatives such as Investors in People or the introduction of new financial systems and processes as well as in developing an effective team.	AF/I
<b>SKILLS AND ABILITIES</b>	1. An in-depth operational knowledge of the legislative framework relating to the provision of financial services within a local government environment.	AF/I/P
	2. Good knowledge of management accounting, planning, budgeting, forecasting and performance management or other specialism as appropriate.	AF/I/T
	3. Ability to manage and develop the team and its people, and foster a positive organisational climate	AF/I



	4. Advanced numeric skills with the ability to interpret complex numerical information, to develop an improvement plan and carry out corrective actions.	AF/I/T
	5. Ability to communicate effectively and build relationships with internal and external collaborators.	I/P
	6. Ability to work in a pressurised environment and manage competing priorities in changing circumstances.	I/P/T
	7. Politically aware with the skills to develop productive working relationships with service delivery and other Council Finance teams.	AF/I/T
	8. Able to actively support the continuing process of culture change, responding to constraints with a “can do” approach.	AF/I/P/T
	9. Ability to identify opportunities for income generation and cost saving	AF/I/T
	10. Personal understanding of the value of diversity.	I
<b>TRAINING</b>	Able to demonstrate commitment to ongoing continuous professional development	
<b>EDUCATION/ QUALIFICATIONS</b>	CCAB qualified (NB Full regard must be given to overseas qualifications)	
<b>OTHER</b>		

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITY POLICY