



Head of Operations

Job Description

1. To lead the operations of **basketballscotland** by working closely with the CEO, Senior Management and Business Support teams. The post will focus on organisational and people development, including HR and will have responsibility for budgeting and financial management.

Accountability

2. The post will report to and be line-managed by Chief Executive Officer
3. The post will be part of the Senior Management Team
4. The post will line manage the Business Support team

Responsibilities

5. Culture and People Development
 - 5.1 With the CEO, lead the development of a high-performing organisational culture
 - 5.2 Lead on the continuous development of professional staff in line with our talent principles
 - 5.3 Manage staff and membership processes including recruitment, induction and Grievance and Disciplinary Process where required
 - 5.4 Lead and manage the Business Support Team
6. Finance
 - 6.1 Develop, in consultation with the SMT, and manage the organisation-wide budget
 - 6.2 With the support of the finance director, further develop the budget monitoring and reporting to ensure all staff, Senior Management and Board are able to fulfil their financial responsibilities.
 - 6.3 Manage the finance officer to make improvements in the day-to-day financial management of the organisation, ensuring it is efficient and effective
7. Operations and Office Management
 - 7.1 Lead on policy and process development
 - 7.2 Lead and improve the day-to-day operations of head office
 - 7.3 Identify and implement system improvements, including IT solutions, where appropriate in order to improve efficiency
 - 7.4 Lead on **basketballscotland's** equity framework

Other Duties

8. Undertake all other activities as directed by **basketballscotland** CEO

basketballscotland



Head of Operations

Person Specification

9. The Person Specifications for this position are detailed in the table below.

Application Details

10. Applicants should send an up to date CV and covering letter demonstrating their suitability for the role in line with the person specification to the address below.

Closing Date

11. All applications should be received in office by **9am 27th November 2017**. Late applications will not be considered. Applicants will be notified within one week of closing if they are required for interview. It is anticipated interviews will be conducted week beginning **11th December 2017**.

Contact

12. Applications should be marked 'Private and confidential' and sent to:

Email: **hr@basketball-scotland.com**

Post: **Human Resources Manager, basketballscotland, Caledonia House, South Gyle, Edinburgh EH12 9DQ**



13. Person Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and Attainments	<p>A degree in a Business or Finance related discipline</p> <p>or</p> <p>a minimum of three years' experience in a similar position</p>	A formal qualification in human resources
Work & Other Experience	<p>Experience in successfully managing a group of staff with wide ranging responsibilities as well as producing results from own deliverables</p> <p>Experience of developing and managing complex budgets</p> <p>Experience of leading and managing change</p>	<p>Experience in managing projects and delivering to plan and budget</p> <p>Experience in recruitment and HR processes</p> <p>Understanding of SAGE accounting package</p> <p>Demonstrated experience in improving or implementing financial systems</p>
Skills	<p>Highly developed leadership, communication and interpersonal skills</p> <p>The ability to recognise inefficiencies and improve systems</p> <p>Ability to empower, motivate and provide guidance and direction</p> <p>An understanding of developing a sustainable organisational culture</p>	<p>Clear record of motivation, leadership and management skills</p> <p>The ability to identify and adapt and implement best practice</p> <p>Proven record of excellent relationship building</p>
Personal Disposition	<p>Clearly demonstrate and embody the organisation's core values in everything you do</p> <p>Positive, pro-active and enjoys a challenge</p> <p>Demonstrable focus on continuous development</p> <p>High standards and attention to detail</p> <p>Demonstrates high levels of self motivation</p> <p>Energetic and enthusiastic</p>	<p>Good team leader and team player</p> <p>Ability to use initiative</p>



Terms and Conditions

14. Duration

The post will be appointed on a permanent basis with a six month probationary period.

15. Salary

The salary scale for this position is £32,000 to £37,000* per annum

*This will be dependent on experience and will be agreed upon with the successful candidate

16. Leave

Annual leave entitlement is 25 days per annum plus 10 public holidays pro rata

17. Pension

basketballscotland will offer employees auto enrolled pensions in line with government regulations

18. Hours of Work

Full time – 37.5 Hours per week

19. Place of Work

This post will be based at **basketballscotland**, Caledonia House South Gyle Edinburgh EH12 9DQ