

JOB DETAILS

Job Title	Business Manager: Strategy
Division	Strategy and Stakeholder Relations
Unit	Corporate Strategy and Innovation
Remuneration	R864,056.00
Job Type Classification	Permanent
Location - Country	South Africa
Location - Province	Gauteng
Location - Town / City	Centurion
Email CV to	recruitment1@tianaconsulting.co.za

Job Advert Summary

To provide a business management support function through the coordination of various strategic initiatives and operations management interventions thereby supporting the Executive and the team to achieve effective and efficient application of resources.

To support the Executive and the business unit team with various activities with particular emphasis on Business Planning, Performance Management, Project Coordination, Risk Management, Change Management, Operational and Administrative functions while facilitating proper governance and compliance to legislation and best practice within the framework of the Land Bank's policies and guidelines

Key Performance Areas

1. Business Planning at Divisional level

- Coordinate and contribute to the development and implementation of the Corporate plan and Divisional plan to execute agreed strategic objectives
- Work with team members and secure cooperation from colleagues and divisional team members to implement key strategies, projects and initiatives as identified for the division.
- Coordinate, monitor, track, and report on these strategies and initiatives including recommending enhancements/changes as and when required.
- Provide business intelligence to the Executive by conducting studies, research and keeping abreast on issues affecting areas of responsibility which inform the direction of the Business Unit.
- Coordinate and manage the development of the Divisional budget and resources – short and long term and ensure alignment to the Divisional plan

2. Strategic Coordination and Preparation for Meetings, and Engagements

- Prepare the divisional annual calendar
- Engage with Executive's direct reports and prepare the agenda for the Management Committee (Manco)
- Track all resolutions and action items arising from the Manco meetings
- Coordinate and/or prepare any required concept documents, reports, memos, letters, and presentations on behalf of the Executive/General Managers as and when required.

- Research, collate any relevant information and scrutinise complex submissions/reports and provide input or feedback to the Executive

3. Operational and Divisional Efficiencies

- Proactively support the Executive with specific reference to the following:
 - Establish and implement effective business support functions, set up and maintain systems processes and procedures that will contribute towards improving efficiencies and improve the customer experience
 - Manage the effective flow of information and documents across the division down to implementation level
 - Monitor and evaluate efficiencies and identify opportunity for enhancement including improvement of products and services through established mechanisms
 - Champions new ways of delivering services that contribute to the improvement of processes in order to achieve organisational and divisional goals
 - Act as the Budget Controller for the Executive, monitor and report on variances concerning the budget.
 - Assist with the coordination and monitoring function and may contribute to budget compilation to support the business unit managers.

4. Risk, Governance and Ethics Management

- Represent Division as a Risk champion.
- Monitor aspects related to business continuity and Enterprise Risk Management.
- Identify potential risks within areas of responsibility and make recommendations to mitigate identified risks.
- Updating risk register and tracking progress
- Incident management report

5. Project Management

- Plan, manage, monitors and evaluates activities around designated strategic projects in order to support the delivery of desired outputs and outcomes.
- Monitor and track project goals and objectives and progress within prescribed time frames and funding parameters.
- Coordinate high level meetings and events in collaboration with the relevant support divisions related to the project

6. Divisional Performance Reporting

- Compiles divisional Performance Reporting to:
 - Develop and manage the implementation of business unit performance monitoring processes
 - Assist the Executive to develop appropriate management analytic processes that enable effective reporting on the business performance at divisional level

- Coordinate the periodic performance review sessions and coordinate and provide input into the development of the balance scorecard and defining performance measures and benchmarks to evaluate success.
- Coordinate the performance reporting process and the reporting of the divisional and business unit performance against agreed strategic and operational objectives as per the reporting requirements and Land Bank standards
- Package the performance reports for submission to various stakeholders.
- Prepare and coordinate submissions for quarterly or periodic reporting with the relevant Senior Managers
- Draft reports for the all Sub-committees and EXCO.

Preferred Minimum Education and Experience

1. Postgraduate tertiary qualification in relevant area of focus / Business Administration;
2. 5 – 8 years relevant work experience as a Business Manager / Management Consultant / Project Manager / Executive Coordinator.
3. 5 years leadership experience in a comparable environment.

Critical Competencies

1. Analytics (relevant to the function)
2. Legislation
3. Strategic Report Writing
4. Microsoft Office
5. Project Management Principles
6. Financial Principles
7. Strategic Planning and Processes
8. Governance and Risk
9. Sub-committee meetings and Board knowledge

Additional Requirements

1. Knowledge of PFMA
2. Knowledge of the Land Bank Act
3. Land Bank Strategy and Corporate Plan
4. Knowledge of DFI business / processes