**Job description**

**Job title: Lead Disability Business Partner – 1 year FTC**

**Reporting to: Head of Business Disability Partnerships**

**We are Business Disability Forum (BDF)**. We believe the 26 million people in the UK and over 1 billion people worldwide with disabilities and long-term conditions enhance the social and economic health of our societies. We help remove barriers in business structures and Government that prevent disabled people from thriving and making their contribution to the world.

**We are unique.** There are many great disability charities and disabled persons’ organisations. Our niche is our expertise in disability as it affects business.

**Our values:**

* We are focused.
* We care and respect.
* We find solutions and deliver outcomes.
* We are empowered and take ownership.
* We constantly learn and evolve

**Job purpose:**

To engage with and develop productive working relationships with the BDF membership helping to further their disability agenda over time using our knowledge, member services and paid for products where appropriate. The Lead Business Partner has direct responsibility for their assigned Partners and indirect responsibility for the Partners managed by their direct report plus overall responsibility for work allocation of the Business Partner Team.

The Lead Business Partner will also coordinate and track outsourcing of training and consultancy to expert solution providers and expert practitioners as appropriate.

The Lead Business Partner will be responsible for managing the workflow for the Senor Business Partners allocating and quality assuring consultancy, DS Audits and Partner work as required.

**Key tasks and responsibilities:**

## Partner and Member oversight

* Work with the Senior Business Partners to ensure effective on-boarding of all new Partner key contacts and to put in place a structured strategic plan to be reviewed informally each quarter and formally at six monthly intervals.
* Liaise with the CEO to meet with new Partner and Member contacts early in the relationship.
* Ensure that all Senior Business Partners have a structured strategic and contact plan for each of their Partner organisations that manages the Partner’s internal plans and priorities. Ensure that these plans are reviewed informally each quarter and formally at six monthly intervals.
* Ensure that all Senior Business Partners deliver the full FPO for each of their Partners.

## Relationship development – Assigned Partners

* Create an engagement and contact plan for each Partner over a duration that matches each Partner’s internal plans and manage the plan’s timely delivery.
* Use suitable coaching frameworks to work with and support Partners as appropriate.
* Identify opportunities for additional engagement outside of this plan to build the relationship, e.g. around topical news hooks.
* Liaise with the CEO to ensure a regular flow of meetings with senior champions within Partner organisations – at least annually plus ad hoc as required.
* Identify additional touch points in the Partner organisation as appropriate, for example senior champions and taskforce attendees, and make links within BDF as required to ensure they maximise benefits and services available.
* Identify opportunities to add value to the Partner relationship e.g. by offering the CEO to speak at Partner events or for Partners to be featured in BDF events or other resources.
* Ensure the Partner makes use of all Partner benefits including the Flexible Service Offer, resources, engagement in Taskforces and attendance at events.
* Responding to Partner queries and providing advice to Partners.

## Expert Delivery

* To keep abreast of disability practice to ensure consistent, high quality, leading edge delivery, collaborate with other Business Partners to share changes in disability practice.
* To be able to deliver all aspects of the new Flexible Partner Offer:
  + Pre-prepared Training (with tailoring for each audience) in:
    - Mental Health and Serious Situations.
    - Workplace Adjustments.
    - Performance Management.
    - Attendance Management.
    - Disability at Work.
    - Disability and Customers.
    - Barrier free recruitment.
  + Up to five days’ bespoke consultancy.
  + A full Disability Smart Audit.
  + Quality assure consultancy and DS Audits delivered by Senior Business Partners.

## Income generation

* Identify opportunities for Partners and Members to host or sponsor BDF events or activities.
* Maximise opportunities to sell consultancy to Partners and Members as appropriate, for in-house or outsourced delivery, and write high quality proposals in support of these.
* Work with Member Business Partners to identify Members who may be ready for an upgrade to Partnership and flag these to the CEO and Partner/Taskforce lead so that a bespoke engagement plan can be put in place.
* Identify and where appropriate provide consulting and training services to members.

**Other:**

* To build productive working relationships with key people both internally and externally
* To work as directed by, or in collaboration with, the Leadership Team to deliver the current business plan
* To participate in quality assurance and continuous improvement activities as required
* To update and maintain accurate records on the company information system
* To complete, agree with manager and maintain objectives and key results reviewing and updating them on a quarterly basis
* To be familiar with and at all times adhere to BDF policies and procedures as set out in the employee handbook
* To promote and comply with BDF polices on equality and diversity with specific reference to disability both in the delivery of services and the treatment of others
* Any other duty as may be assigned that is consistent with the nature of the job and its level of responsibility. Any changes will be made in consultation with the post holder.

**Line management responsibilities:**

Overall responsibility work allocation of the Senior Business Partners

Direct line management of Senior Business Partners.

**Working contacts**

**Internal**

* Head of Policy & Research.
* CEO.
* Disability Business Partner Team.
* All other BDF staff as required.

**External**

* Partners and Members.
* Expert solution providers.
* Expert practitioners.

**Person specification**

We assess how candidates and post-holders meet the criteria through: application (A), interview (I) or testing (T). Adjustments will be made for all candidates throughout the recruitment process.

**Experience**

**Essential:**

* Experience of providing business support/coaching to experienced professionals (A, I & T).
* Experience of providing consultancy, training and advice on disability related issues (A, I & T).
* Experience of working in or with business (private sector) (A & I).
* Contract negotiation (A, I & T).]

**Desirable:**

* Experience of integrating products / services into third party organisations (A, I & T).
* Experience of presenting and explaining difficult issues to senior management (A, I & T).
* Working in a membership organisation (A & I).
* Experience of working in the public and/or third sector (A & I).

**Skills**

**Essential:**

* Skilled in the delivery of coaching support to experienced professionals (A, I & T).
* Skilled in delivering consultancy, training and advice on disability related issues (A, I & T).
* Skilled in research methodology (A, I & T).
* Demonstrable problem-solving skills (A, I & T).
* Able to build and maintain networks, strong interpersonal skills (A & I).

**Desirable:**

* Project management methods (A & I).
* Outsourcing and contracting (A & I).

**Knowledge and attributes**

**Essential:**

* Positive about promoting disability in the workplace (A & I).
* Positive about learning, development and change (A & I).
* Friendly, helpful and customer focused (A & I).
* Motivated, hardworking and enthusiastic ‘self-starter’ (A & I).
* In agreement with and supportive of BDF values (A & I).
* Tenacious (A & I).
* Knowledge of disability legislation and application in the workplace (A, I & T).
* Knowledge of disability best practice (A & I).
* Knowledge of modern business methods (e.g. agile working, outsourcing etc.) (A & I).

**Desirable:**

* Detailed knowledge of coaching theories and models and application in business contexts (A, I & T).

**Equal opportunities**

We are committed to becoming disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. **When we are recruiting, disabled candidates who meet all of the essential criteria will be offered an interview.**

**General terms and conditions of employment**

**Based:**

* Business Disability Forum, Nutmeg House, 60 Gainsford Street, London SE1 2NY.

**Hours:**

9am to 5pm, Monday to Friday, with occasional out of hours work; 35 hours per week although we pride ourselves on having a flexible approach to service delivery and are happy to discuss flexible working options with suitable candidates.

**Length of contract:**

Permanent.

**Salary:**

£46,000 pa + benefits

**Probationary period:**

Six months.

**Annual leave:**

FTE 25 days per annum plus statutory and bank holidays (33 days in total).

**After 3 months:**

Workplace auto enrolment pension scheme 5% of gross salary.

Permanent Health Insurance.

Group Death in Service (Life Assurance 3 x Annual Salary).

Private Medical Scheme.

Group Dental Insurance (non-contractual contributory).

Employee Assistance Programme.

Access to Perkbox

Interest free season ticket loan.

**Accessibility statement**

Business Disability Forum is committed to ensuring that all its information, products and services are as accessible as possible to everyone.

If you wish to discuss anything in regards to accessibility or if you require alternative formats please contact Barnaby Powell:

Tel: 020-7403-3020.

Email: [barnabyp@businessdisabilityforum.org.uk](mailto:barnabyp@businessdisabilityforum.org.uk).

**How to apply**

Applications should be by CV and a supporting statement, of up to 400 words, detailing why you think you would be suitable for the role. If you require any adjustments to the application process please contact Barnaby Powell as set out below. Applications should be addressed to Barnaby Powell, HR & Office Manager, Business Disability Forum, Nutmeg House, 60 Gainsford Street, London SE1 2NY. If you are submitting your application by email please do so to [barnabyp@businessdisabilityforum.org.uk](mailto:barnabyp@businessdisabilityforum.org.uk)

* Closing date for applications: 8 August 2021.
* First interviews are planned for the week commencing 16 August.
* Second interviews are likely to take place TBC.

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For further information on Business Disability Forum please refer to [www.businessdisabilityforum.org.uk.](http://www.businessdisabilityforum.org.uk)