

Job Description

Basic Information

1	TITLE OF POST	NTSU Business Development Manager
2	GRADE	G7
3	DIRECTORATE	SRG
4	UNIT/TEAM	HOSDB / NTSU
5	LOCATION	HOSDB, Sandridge

Description of Job

6 BACKGROUND

The Home Office Scientific Development Branch (HOSDB) is a group of around 200 scientists and engineers within the core Home Office. HOSDB provides advice and operational support to the Home Office on any issues relating to physical science and technology, creating new solutions where none exist. Key areas of the work support policing, counter terrorism, immigration and offender management.

HOSDB is based at two sites: Sandridge near St Albans, Herts; and Langhurst near Horsham, West Sussex. Both sites contain specialist facilities and laboratories and administrative support functions that facilitate HOSDB's ability to deliver its objectives.

Further information about the work of HOSDB and our areas of responsibility can be found on our website at:

<http://scienceandresearch.homeoffice.gov.uk/hosdb/>

7 PURPOSE OF POSITION/ REASON FOR THE JOB'S EXISTENCE

The post holder will be a member of the National Technical Support Unit (NTSU) at HOSDB, responsible for leading the Business Development and Project management/Systems engineering teams.

As part of a recent restructuring exercise, a new business development area has been created to provide dedicated resources to work alongside stakeholders to identify the strategic direction of future work, map this to changes in the business, and provide professional project management to ensure delivery.

8 RESPONSIBLE TO Sector Manager (Chris Rampton)

RESPONSIBLE FOR

Developing business strategy in partnership with key senior stakeholder groups, involvement with user groups through chairing a Tactical projects board and working as part of the NTSU management team to ensure business delivery.

The post holder is also the programme manager for the NTSU Surveillance Programme (£3M budget, 30 staff).

9 TASKS/ ACCOUNTABILITIES/ RESPONSIBILITIES

The post holder will

- This post is responsible for business development across all areas of NTSU business. This includes developing business strategy with the Covert Technical Surveillance Development Strategy Group (CTSDSG) and ACPO Technical Support Working Group, involvement with user groups through chairing the Tactical projects board and working with the NTSU management team to identify and fill future resource needs within the sector.

- Responsible for strategic planning across the NTSU surveillance programme. Take the lead, supported by Sector Manager and Business Development Team, in developing (with stakeholders) a sector business plan which will be agreed annually within the Branch and with stakeholders.
- Ensure that requirements are captured, developed and prioritised.
- Determine mechanisms for prioritising work across the Sector aligned to branch methodology and Sector strategy. Work with business delivery manager to ensure that NTSU resources (staff/facilities/budgets) are used effectively to deliver Sector objectives.
- Regularly review effectiveness of the NTSU restructuring to ensure benefits are being realised (flexibility and best use of scarce resources). Work with the business delivery manager to ensure that all project and non-project work is clearly defined, prioritised and decisions are made regarding appropriate resourcing levels.
- Chair NTSU tactical projects board and take responsibility for prioritising user group requirements alongside other work.
- Produce a strategy for commercialisation of project outputs. Define general approach and agree with business development team/user groups on specific projects.
- Engage with stakeholders to ensure their involvement and wherever possible their support for our programmes and projects. Ensure programmes and projects have stakeholder engagement plans.
- Liaise with other parts of the Branch, Department and OGDs to ensure all parts are appropriately joined up in the relevant areas.
- Contribute to NTSU management team activities to ensure business is carried out effectively.
- Lead in developing a centralised project management capability for the sector.
- Develop/formalise processes for requesting assistance from other programmes/sectors.
- Work with ACPO Technical Support Working Group to help develop a strategy for development of Technical Support capability within the police service.
- Line management of NTSU Business Development Team and PM/Systems Engineering team.

ANY SPECIAL CONDITIONS

- Developed Vetting is essential for this post.
 - There is a need to travel to meet with stakeholders, so a driving license is highly desirable.
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