

Title	UK011 – Global Business Manager	Task	Name	Date
Document	UKHR-OCA-JDS011-01_Job Description UK011	Prepared	NICWO	05 Nov 2021
Revision	1	Reviewed	MAEDW	10 Nov 2021
Subject	Staff Role and Responsibilities	Approved	NICWO	11 Nov 2021
Role ID	UK0101			
Role Title	Global Business Manager			
Reporting to	CEO			
Manager for	Marketing & Bid Manager, Business Administrators			
Hours	40 hours per week. Flexible Working, Hybrid Location (home & office).			
Role Summary	The primary focus is to manage and expand OCA’s global operations under direction of CEO. This role will guide VP / directors to operate in pursuit of company mission, and ensure adherence to company values and reporting requirements, with decision making power over multiple global Sales, Supplier, Finance and HR processes.			
Key Responsibilities	<p>Support development of strategy and business planning for whole group</p> <p>Manage assured reviews of all legal, commercial, sales and purchasing agreements</p> <p>Identify and recommend new business and development/investment opportunities</p> <p>Monitor, guide, and support VP / Director to manage entity operations in compliance with company strategy, objectives, policies and QMS.</p> <p>Manage business operations to ensure compliance with KPIs</p> <p>Manage day to day team operations for Sales, Supplier, Finance &amp; HR functions</p> <p>Manage recruitment of direct reports, including identifying roles, drafting new job descriptions, selecting candidates, hosting interviews &amp; offering terms, and confirming all new hires</p> <p>Line management of direct reports, complete performance reviews &amp; support development plans</p> <p>Identify opportunities for personal development, broaden own skillset with training and industry knowledge, and share knowledge of best practice for business management relevant to OCA operations globally</p> <p>Promote company values externally, maintaining relationships with Clients and Suppliers.</p> <p>Participation in Team Meetings, Knowledge and Social events</p> <p>Promote quality and safety in adherence with OCA’s Quality and Safety Management Systems, including recommendations for improvements to the systems.</p> <p>Share job adverts, create posts for LinkedIn/PCA website and participate in marketing activities where required.</p>			
Key Deliverables	<p>Financial, Sales and Supplier deliverables for all operations</p> <p>Banking and Tax compliance including payments</p> <p>Operational Reporting required by law – Annual Accounts, Audits, Tax Calculations, Insurances, Employee Benefits Records</p> <p>Management reporting including annual Budget, cashflow &amp; resource forecasts, monthly updates &amp; payment lists</p> <p>Recommendations for investments and business development</p>			

	<p>Recommendations for HR decisions &amp; new Suppliers                  Job Descriptions for new direct reports                  HR performance and development reviews for direct reports                  Operational documentation required by QMS – expenses, CV updates, Personal Development Reviews &amp; Development Action Plans, 360Feedback</p>
Key Decisions	<p>Quality of Financial, Sales and Supplier deliverables for all operations                  Selection of global Sales, Supplier, Finance and HR processes                  Approval of QMS documents (subject to peer review)                  New hire candidate selection                  Compliance with QMS process where reviewing work by others.</p>
Attributes	<p>Proactive, entrepreneurial, friendly, and considerate collaborator                  Desire to work in a fast growing multi-national business                  Strong awareness of corporate legal governance                  Experience in management accounting and reporting                  Previous business operational management experience                  Ability to work to tight timescales whilst maintaining accuracy                  Bachelor's Degree                  Professional qualification – ACCA, ACA, CIMA, MBA</p>
Remuneration	65k Salary + Discretionary Bonus + Equity Share