Business Programmer
£19,238 - £24,717 Pro Rata
Permanent - 25 Working hours per week
1 Lancaster Circus

A Business Programmer working 25 hours per week is required to join the Landscape Practice Group (LPG) – an internal trading organisation providing landscape architectural services for all directorates and across the City.

You will assist the Business Development Manager to maintain all necessary office systems. A good working knowledge of Voyager is essential as you will be the sole requisitioner for capital / revenue projects which will include the processing of all subsequent invoices and the resolution of contractor payment queries.

You will be required to update / interrogate and monitor landscape construction project programmes through the “CAPRI” database IT system from inception through to final account recording key milestone dates and project progress at year end. This will also involve the pursuing and processing of contractual documentation including certificates and risk assessments.

The Business Programmer is also responsible for arranging meetings/ training arrangements for staff / archiving & retrieval of files / ordering stationary / post / raising requisitions / processing invoices in addition to the main programming work which is critical to our expenditure forecasting.

You must be able to work accurately under pressure and to fixed monthly deadlines. Good communication skills are also necessary as you will liaise with professional and technical staff.

For an informal discussion, contact Toni Dunn, Business Development Manager on 0121 464 5492

Ref No: PL0832017

Closing date: 7th April 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Business Programmer
GRADE: GR3
NO OF POSTS: 1 (0.66 FTE)

JOB NO: J08072/70054734
DIVISION: Sports, Events and Parks
SECTION: The Landscape Practice Group

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE?: NO

1.0 JOB PURPOSE

1.1 To assist the Business Development Manager and Business Officer in monitoring project programmes, including defects periods, budgets, orders and invoices handled by the Business Unit, and various other administrative and clerical duties in support of The Landscape Practice Group (LPG)

2.0 DUTIES AND RESPONSIBILITIES

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

2.1 Up keep and regular monitoring of programming information on Capri database for all projects allocated to LPG. Ensuring that any changes or deviations from original dates are flagged up with the Business Development Manager / Business Officer to ensure that appropriate action is taken.

2.2 To chase contractual documentation at key stages of the project to ensure LPG claims fee at the correct time and is issuing documentation in line with the relevant Contract procedures.

2.3 Assisting the Business Development Manager / Business Officer to monitor budgets for projects commissioned to LPG to ensure all client requirements are met and adequate information is provided to the Head of Landscape.

2.4 In-put LPG’s Voyager orders and deal with LPG’s invoice and order processes.

2.5 Ensure all LPG orders are placed in accordance with the corporate procurement procedures and all suppliers are checked against the corporate
database to ensure LPG are using on-contract suppliers or are compliant with current approved contracts where applicable before placing orders.

2.6 To assist the Business Officer with the checking of cash flows to ensure figures are produced accurately in line with project budget and contract programme – Identify problems to the BO or BDM

2.7 To assist the Business Officer monitor LPG’s revenue budgets, produce summary reports as requested by the Business Development Manager.

2.8 To assist the Business Development Manager with the up-keep of the Training Database. Arrange appropriate training courses for staff within LPG as identified through the current performance and development process or by LPG’s Managers, and provide subsequent information to the Training Representative for LPG.

2.9 Up-keep and interrogation of general data on Buttress at job level.

2.10 Assisting the Business Development Manager / Business Officer with any general business work as requested.

3 Any related ad hoc tasks to ensure that LPG operates as a efficient internal trading organisation and comply with the City Council’s Financial Regulations.

4 Any other clerical duties requested by LPG technical staff or Business Development Manager commensurate with the grading level.

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Business Development Manager

3.2 LEVEL OF SUPERVISION - 2

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor.

3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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N/A

*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

None
### Person Specification

**Post:** Business Programmer  
**Grade:** GR3  

**Division:** Parks & Nature Conservation  
**Section:** Landscape Practice  

**Directorate:** Place  

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
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| **Education/Qualifications**    | • GCSE Maths and English or equivalent  
|                                 | • Microsoft Excel Intermediate level                                       | AF     |
| **NB:** Full regard must be paid to overseas qualifications. |                                                                           | AF     |
| **Experience**                  | • Experience of working within a multi-disciplinary, fee-earning design/construction related environment. | AF, I  |
| (Relevant work and other experience) | • Understanding of construction design stages - defects liability procedures and project programmes | AF, I  |
|                                 | • Experience of interrogating, updating databases e.g. Buttress / Capri or similar | AF, I  |
|                                 | • Experience of placing requisitions for Capital schemes and revenue supplies working with Voyager (or similar system) | AF, I  |
|                                 | • Experience of processing invoices and orders and sorting out anomalies with suppliers / contractors | AF, I  |
|                                 | • Experience and understanding of the City Council’s Financial Regulation / standing order Procedures | AF, I  |
|                                 |                                                                           | AF, I  |

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Birmingham City Council
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>• An ability to work competently with Buttress, Voyager, &amp; CAPRI (or evidence of use of similar systems)</td>
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<td>• Working competently with percentages and fee calculations</td>
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<td>• Ability to create and format excel spreadsheets</td>
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<td>• Clear and effective written and verbal communication, numeracy and literacy skills.</td>
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<td>• Organisational skills.*</td>
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<td>• Willingness to undertake appropriate training.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.