

## JOB DESCRIPTION

Job title	Transition Director
Pay band	
Purpose of role	Senior leadership role constructing and managing a project plan for the closure of Consumer Focus and the transfer of function to other organisations. Manage relationships with bodies taking on Consumer Focus functions and with the Department for Business Innovation and Skills (BIS) who are producing a detailed transition plan across all elements of the consumer institutional landscape reforms.
Accountable for outcomes	<ol style="list-style-type: none"> <li>(1) Construct the Project Plan in line with the Government's decision on the future of Consumer Focus.</li> <li>(2) In collaboration with the Senior Management Team ensure that the implementation of the Project Plan:             <ol style="list-style-type: none"> <li>a. delivers against key milestones;</li> <li>b. discharges Consumer Focus's obligations and commitments, minimising carry-over to 2013/14;</li> <li>c. transfers knowledge, work, IPR, staff and physical assets to other organisations;</li> <li>d. takes full account of and manages relevant risks;</li> <li>e. achieves the orderly closure of programmes;</li> <li>f. seeks, as far as possible, to reflect the interests of Consumer Focus staff;</li> <li>g. is within budget, achieving savings where possible, and</li> <li>h. secures a legacy of learning and good practice.</li> </ol> </li> <li>(3) Works with BIS on the drafting of any Statutory Instruments on Consumer Focus abolition and transfer of functions.</li> <li>(4) Works with colleagues in Scotland , Wales and Northern Ireland , to achieve the orderly transfer of functions, e.g. the Scottish Government funded projects to alternative host organisations in Scotland.</li> <li>(5) Liaise closely with key staff in any organisation that inherits functions from Consumer Focus.</li> <li>(6) Provide regular progress reports to the Chief Executive and SMT, Main Board, national Boards in collaboration with relevant colleagues and Board Committees.</li> </ol>

Reports to	Chief Executive
Direct reports	
Key (peer) relationships	Members of the Senior Management Team. Transition Manager Scotland. Director of HR
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Experience of working at Board level</li> <li>• Strong experience of managing organisational change, in a public sector context</li> <li>• Good project management skills, with the ability to manage multiple, complex projects to tight timelines.</li> <li>• Highly developed communication skills (both oral and written), including experience of dealing with a wide range of stakeholders and the ability to speak to staff at all levels in the organisation.</li> <li>• The ability to quickly assimilate complex information, and identify risks/opportunities on the basis of it and prepare accurately informed options appraisals.</li> <li>• Excellent negotiation and problem solving skills, including the ability to identify key interests or obstacles for other parties, and the ability to develop multiple possible solutions to a problem.</li> <li>• An understanding of the needs and implications of the working and governance models of different organisations (e.g. charitable bodies, NDPBs, government departments) in order to support a smooth transitions between them.</li> <li>• Experience of working in a public sector context, and in particular an understanding of the legislative process and its implications.</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• The ability to be effective in periods of sustained uncertainty.</li> <li>• Experience and understanding of HR processes involved in staff and business transfer.</li> </ul>
Competencies	<p>Identify competency and level required:</p> <ul style="list-style-type: none"> <li>• Purposeful and responsive influencing – Level 1</li> <li>• Decision making and problem solving – Level 1</li> <li>• Openness and honesty – Level 1</li> <li>• Providing excellent customer service – Level 1</li> <li>• Working together for the organisation – Level 1</li> <li>• Relationship building – Level 1</li> </ul>
Location	London