

## Navy Command - Business Case Advisor

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

### Job summary

The Business Case Advisor role operates as part of the Integrated Programme Management Office, this role sits within the Navy Command business area, leading the Business Case and Approvals function in supporting the development and approval of business cases. 💎

This position is advertised at 37 hours per week.

### Job description

Leadership

Manage and provide leadership support for project team members in order to support delivery of outputs. 💎

Promote strong working relationships both within the integrated team and with other teams across the HMNB Clyde establishment community, Navy Command, Defence Infrastructure Organisation and MoD. 💎

Ensure performance is managed consistently and fairly, including Diversity and Inclusion principles and provide feedback. 💎

Identify and develop capability needs, ensuring robust Development Plans are in place for yourself and your team 💎

Provide support to Line Manager and Business Case Assurance Manager to deliver departmental outputs with minimal supervision. 💎

Responsible for Lead on Business Case activity ensuring its delivery and alignment to organisation's standards, processes and objectives

Responsible for projects Business Case planning and ensuring submissions are maintained in a forward programme of cases. Maintain the Business Case Tracker, monitor and report on all forecast business case submissions for internal and external senior stakeholders.

Maintain Navy specific information to enable required Reporting.

Delivery of support and training to staff to build knowledge, capability and skills in business case writing. support to Business Case Advisors, Requirements Managers, and project/programme teams on investment case development and approvals.

Provide advice and guidance on business case management and approval process including timings, submission content, structure, scrutiny requirements, evidence, supporting documentation and any other necessary detail.

Drafting of business cases, managing their development and release for endorsement or approval.

Support the Project Manager to develop the Scrutiny Report and coordinate internal scrutiny of draft internal business cases through planned progressive assurance reviews, such as the Clyde infrastructure assurance review (CIAR) and project assurance groups (PAG), using Subject Matter Experts ahead of formal sign off.

Ensure the quality of all business cases submitted for internal and external scrutiny and approval, liaising with the Approvals Authority and monitoring progress through scrutiny. Coordinate and provide regular liaison with desk level, the wider scrutiny and stakeholder community and Project/Programme teams to improve the quality and standard of business cases and achieve a high success rate for business case approvals.

Maintain and develop Business Case guidance documentation.

Plan and conduct quarterly Learning from Experience report and monthly fact sheet on business cases. Ensure that business case learning from experience is incorporated back into business cases development.

Share learning, knowledge and experience with the stakeholder community and delivery

teams, uphold learning from experience and communicate through planned assurance forums.

## Stakeholder Engagement

Work as the point of contact for all Business Case and Approvals in the Clyde Integrated Programme Management Office delivering major projects within HMNB Clyde, actively working with delivery teams and stakeholders to align changes with strategic developments to ensure consistence across business cases.💎

Ensure the Business Case and Approval policy and guidance is current, regularly reviewed and updated and business compliant. Provide strategic advice and guidance to the customer, project and programme teams developing business case submissions, ensuring quality assurance throughout the process.💎

## Person specification

### Essential Experience

working as a member of a large or medium complexity project team or as a specialist or work stream lead for a small, low complexity project.

leading a virtual 💎team💎 assigned to work from across functional, organisational or geographic boundaries to deliver high quality outputs.

Experience and/or awareness of preparation, approval, refining and/or update of business cases that justify initiation, investment and/or continuation of change initiatives or projects in terms of benefits, costs and risks.

### Desirable Experience

Experience of working in or knowledge of the defence or security sector 💎 either through government or industry

Demonstrable commitment to learning and using established project management methodologies to enable successful delivery

### Qualifications

Obtained or working towards one of the following:💎

PRINCE2 Practitioner;

Agile Project Management Practitioner;

APM Project Management Qualification;

PMI Project Management Professional;

Leading and Managing Project Workstreams.

## **Behaviours**

We'll assess you against these behaviours during the selection process:

Leadership

Seeing the Big Picture

Delivering at Pace

Communicating and Influencing

## **Benefits**

Alongside your salary of £43,080, Ministry of Defence contributes £11,631 towards you being a member of the Civil Service Defined Benefit Pension scheme.

Learning and development tailored to your role and broader skill development, enabling you to build a long-term career in your chosen area. £

An environment with flexible working options

A culture encouraging inclusion and diversity

A with an average employer contribution of 27%

25 days annual leave rising to 30 days upon completion of 5 years £ service

Cycle Loan (Advance on Salary)

Reward and Recognition Schemes

Defence Discount Service

The post does not offer relocation expenses.

External recruits who join the MOD who are new to the Civil Service will be subject to a


six-month probation period.

Please Note: Expenses incurred for travel to interviews will not be reimbursed.

Please be advised that the Department is conducting a review of all pay related allowances which could impact on those allowances that the post currently being advertised attracts.

Any move to MOD from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at .

The Ministry of Defence is committed to providing a safe and healthy working environment for its staff which includes educating them on the benefits of not smoking, protecting them from the harmful effects of second-hand smoke and supporting those who want to give up smoking. Under the Smoke-Free Working Environment policy, Smoking and the use of all tobacco products (including combustible and chewing tobacco products) will not be permitted anywhere in the Defence working environment however some exemptions are in place, please refer to local guidance. The policy is Whole Force and includes all Defence personnel, contractors, visitors and other non-MOD personnel. All applicants seeking, considering, or accepting employment with the Ministry of Defence should be aware of this policy and that it is already in place at a number of Defence Establishments.

MOD Recruitment Satisfaction Survey  we may contact you regarding your experience to help us improve our customer satisfaction. The survey is voluntary and anonymous. You may however be given the opportunity to provide additional information to help us improve our service which includes the collection of some personal data as defined by the United Kingdom General Data Protection Regulation (UK GDPR). The MOD Privacy Notice sets out how we will use your personal data and your rights.

Where business needs allow, some roles may be suitable for a combination of office and home-based working. This is a non-contractual arrangement where all office-based employees will be expected to spend a minimum of 60% of their working time in office, subject to capacity and any required workplace adjustments. Requirements to attend other locations for official business, or work in another MOD office, will also count towards this level of attendance. Applicants can request further information regarding how this may work in their team from the Vacancy Holder (see advert for contact details). Defence Business Services cannot respond to any questions about working arrangements.

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