**Job description**

**Job title: Lead Disability Business Partner**

**Reporting to: Head of Membership**

Business Disability Forum (BDF) is the leading business membership organisation in disability inclusion. We are trusted partners, working with business, Government and disabled people to improve the life experiences of disabled employees and consumers, by removing barriers to inclusion.

* We work with over 600 members employing over 20% of the UK workforce and an estimated 8 million people worldwide.
* We advise, support and encourage businesses (many of them global) to become more disability-smart.
* We influence policymakers by representing the voice of employers and disabled employees.
* We provide evidence-based thought leadership on how business affects the lives of disabled people.
* We help effect changes in business practices, products, services and policies that positively impact the life experiences of disabled people, and also benefit business.

**Our values:**

* **Purposeful** – we are focused on removing barriers to disability inclusion
* **Evidence-based** – we are informed and driven by unique insights from our membership
* **Respectfu**l – we are supportive and approachable
* **Pragmatic** – we find practical solutions that business and Government can implement
* **Responsive** – we are constantly evolving to meet our Members’ and Partners’ needs
* **Bold**– we are thought leaders who are not afraid to challenge

**Job purpose:**

To engage with and develop productive working relationships with the BDF membership helping to further their disability agenda over time using our knowledge, member services and paid for products where appropriate. The Lead Disability Business Partner has direct responsibility for their assigned Partners and indirect responsibility for the Partners managed by their direct report plus overall responsibility for work allocation of the Senior Business Partner Team.

The Lead Disability Business Partner will be responsible for managing the workflow for the Senor Business Partners (SBP) allocating and quality assuring consultancy and Partner work as required.

**Key tasks and responsibilities:**

## Partner and Member oversight

* Work with the SBP’s to ensure effective on-boarding of all new Partner key contacts and to put in place a structured strategic plan to be reviewed informally each quarter and formally at six monthly intervals.
* Liaise with the CEO to meet with new Partner and Member contacts early in the relationship.
* Ensure that all SBP have a structured strategic and contact plan for each of their Partner organisations that manages the Partner’s internal plans and priorities. Ensure that SBPs contact plans are in place and review informally with SBPs each quarter and formally at six monthly intervals. The SBPs should be reviewing with their Partners at regular intervals.
* Ensure that all Senior Business Partners are discussing the full Flexible Partner Offer (FPO) for each of their Partners with a view to all Partners utilising their FPO days.

## Relationship development – Assigned Partners

* Create an engagement and contact plan for each Partner over a duration that matches each Partner’s internal plans and manage the plan’s timely delivery.
* Support Partners through regular contact to help them identify their strategic disability inclusion priorities.
* Identify opportunities for additional engagement outside of this plan to build the relationship, e.g. around topical news hooks.
* Liaise with the CEO to ensure a regular flow of meetings with senior champions within Partner organisations – at least annually plus ad hoc as required.
* Identify additional touch points in the Partner organisation as appropriate, for example senior champions and taskforce attendees, and make links within BDF as required to ensure they maximise benefits and services available.
* Identify opportunities to add value to the Partner relationship e.g. by offering the CEO to speak at Partner events or for Partners to be featured in BDF events or other resources.
* Ensure the Partner makes use of all Partner benefits including the Flexible Partner Days and wider benefits such as resources, engagement in Taskforces/Networks and attendance at events.
* Responding to Partner queries and providing advice to Partners.

## Expert Delivery

* To keep abreast of disability practice to ensure consistent, high-quality, leading-edge delivery, collaborate with other Business Partners to share changes in disability practice.
* To be able to deliver all aspects of the new FPO:
  + Pre-prepared Training (with tailoring for each audience) in:
    - Mental Health and Serious Situations.
    - Workplace Adjustments.
    - Performance Management.
    - Attendance Management.
    - Disability at Work.
    - Disability and Customers.
    - Barrier free recruitment.
  + Up to five days’ bespoke consultancy.
  + A full Disability Smart Audit.
  + Quality assure consultancy and DS Audits delivered by Senior Business Partners.

## Income generation

* Identify opportunities for Partners and Members to host or sponsor BDF events or activities.
* Maximise opportunities to sell consultancy to Partners and Members as appropriate, for in-house or outsourced delivery, and write high quality proposals in support of these.
* Support Business Partners to identify Members who may be ready for an upgrade to Partnership and flag these to the CEO and Partner/Taskforce lead so that a bespoke engagement plan can be put in place.
* Identify and where appropriate provide consulting and training services to members.

**Other:**

* To build productive working relationships with key people both internally and externally.
* To work as directed by, or in collaboration with, the Leadership Team to deliver the current business plan.
* To participate in quality assurance and continuous improvement activities as required.
* To update and maintain accurate records on the company information system.
* To complete, agree with manager and maintain objectives and key results reviewing and updating them on a quarterly basis.
* To be familiar with and at all times adhere to BDF policies and procedures as set out in the employee handbook.
* To promote and comply with BDF polices on equality and diversity with specific reference to disability both in the delivery of services and the treatment of others.
* Any other duty as may be assigned that is consistent with the nature of the job and its level of responsibility. Any changes will be made in consultation with the post holder.

**Line management responsibilities:**

* Overall responsibility work allocation of the Senior Business Partners.
* Direct line management of Senior Business Partners.

**Working contacts**

**Internal**

* CEO.
* Disability Business Partner Team.
* Director of Public Policy & Research.
* All other BDF staff as required.

**External**

* Partners and Members.
* Expert solution providers.
* Expert practitioners.

**Person specification**

We assess how candidates and post-holders meet the criteria through: application (A), interview (I) or testing (T). Adjustments will be made for all candidates throughout the recruitment process.

**Experience**

**Essential:**

* Experience of providing business support/coaching to experienced professionals (A, I & T).
* Experience of providing consultancy, training and advice on disability related issues (A, I & T).
* Experience of working in or with business (private sector) (A & I).
* Contract negotiation (A, I & T).
* Experience of line managing a sales/customer service team, a consultancy team would be an advantage (A & I)
* Experience of consultancy service business development (A, I & T).

**Desirable:**

* Experience of integrating products / services into third party organisations (A, I & T).
* Experience of presenting and explaining difficult issues to senior management (A, I & T).
* Working in a membership organisation (A & I).
* Experience of working in the public and/or third sector (A & I).
* Experience of meeting financial targets (A & I).

**Skills**

**Essential:**

* Skilled in the delivery of coaching support to experienced professionals (A, I & T).
* Skilled in delivering consultancy, training and advice on disability related issues (A, I & T).
* Skilled in research methodology (A, I & T).
* Demonstrable problem-solving skills (A, I & T).
* Able to build and maintain networks, strong interpersonal skills (A & I).

**Desirable:**

* Project management methods (A & I).
* Outsourcing and contracting (A & I).

**Knowledge and attributes**

**Essential:**

* Positive about promoting disability in the workplace (A & I).
* Positive about learning, development and change (A & I).
* Friendly, helpful and customer focused (A & I).
* Motivated, hardworking and enthusiastic ‘self-starter’ (A & I).
* In agreement with and supportive of BDF values (A & I).
* Tenacious (A & I).
* Knowledge of disability legislation and application in the workplace (A, I & T).
* Knowledge of disability best practice (A & I).
* Knowledge of modern business methods (e.g. agile working, outsourcing etc.) (A & I).

**Desirable:**

* Detailed knowledge of coaching theories and models and application in business contexts (A, I & T).

**Equal opportunities**

We are committed to becoming disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. **When we are recruiting, disabled candidates who meet all of the essential criteria will be offered an interview.**

**General terms and conditions of employment**

**Based:**

We are a hybrid workforce. Staff are to come into the office one day per week to work with the team and we are happy to discuss flexible working options including home working contracts with suitable candidates. The office is located at Dowgate Hill House, 14-16 Dowgate Hill, London EC4R 2SU

**Hours:**

Our working hours are 9am-5pm (Monday – Friday), 35 hours a week. We offer opportunities for flexible working including variable start and finish times, hybrid or remote working.

**Length of contract:**

Permanent.

**Salary:**

£50,000 pa + benefits

**Probationary period:**

Six months.

**Annual leave:**

FTE 25 days per annum plus statutory and bank holidays (usually 33 days in total).

**After 3 months:**

* Workplace auto enrolment pension scheme 8% of gross salary.

**After Probation:**

* Permanent Health Insurance.
* Group Death in Service (Life Assurance 3 x Annual Salary).
* Private Medical Insurance Scheme, or
* Private Medical Cashback Scheme
* Employee Assistance Programme.

**Accessibility statement**

Business Disability Forum is committed to ensuring that all its information, products and services are as accessible as possible to everyone.

If you wish to discuss anything in regards to accessibility or if you require alternative formats please contact Barnaby Powell:

Tel: 020-7403-3020.

Email: [hr@businessdisabilityforum.org.uk](mailto:hr@businessdisabilityforum.org.uk)