



AllianceLeisure

Job Title:	Business Support Manager
Reports To:	Head of Business Support (HBS)
Department:	Business Support
Location / Region	Home and office based with occasional travel nationwide

Key Objectives:

To provide effective and efficient contract production and administration within the Business Support Function. Ensuring that all aspects of the work streams are managed and prioritised effectively. Demonstrating a high level of attention to detail and focus.

Main Activities:

- Responsible for the production of Pre-Construction Service Agreements and variations as required.
- Responsible for the production of consultants' appointment letters and variations as required.
- Manage the production of Access Agreements for the Leisure Framework and any variation as required.
- Responsible for the production and management of Delivery Agreements.
- Assist with the production and management of Building Contracts.
- Responsible for the production and management to completion of collateral warranties.
- Support HBS in concluding proposed amendments to relevant contract documents with clients, contractors and consultants.
- Liaise with external lawyer in agreeing amendments to contract documents.
- Adhere to internal governance processes to ensure projects are approved at the relevant stages.
- Attend project meetings (on Teams) as required.
- Co-ordinate post build assessments and usage reports.
- Management of supply chain Insurance documents.
- Undertake other projects or schemes of work commensurate to the post.
- To perform ad-hoc tasks as and when required



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Measures / Dimensions / Size of job

- Ability to manage own workload and prioritise tasks to ensure personal KPIs are achieved.
- High awareness of client care with a genuine desire to provide internal and external clients with service excellence.
- Self-motivated, focused and well organised, with excellent time management skills and the ability to demonstrate critical thinking.
- Excellent communication, organisation and writing skills.
- Ability to work accurately with attention to detail.
- A pro-active attitude and ready to 'get stuck in'
- Ability to use appropriate judgment in involving the next level (escalation) or other resources in decision making or processing.

Qualifications / Experiences

Essential

- Detail orientated and highly motivated individual
- Ability to use appropriate IT applications including good working knowledge of all Microsoft Office applications and Adobe Acrobat

Desirable

- Understanding of legal terminology and documentation
- Previous experience in a legal administrative role or possessing a construction contract background

Key Relationships

- All members of the Alliance Team
- Clients and Partners
- Alliance supply chain
- External Bodies