

*We are recruiting ...*

## Business Process Improvement Manager

- Home-based
- From £50,000 to £55,000 per annum (Subject to Job Evaluation)
- Permanent

### The Role:

The UKROEd Data Security & Information Management Business area is responsible for ensuring the secure and efficient use of data internally and throughout the scheme. We are looking to recruit a **Business Process Improvement Manager** to champion change and to establish continuous process improvement throughout the organisation.

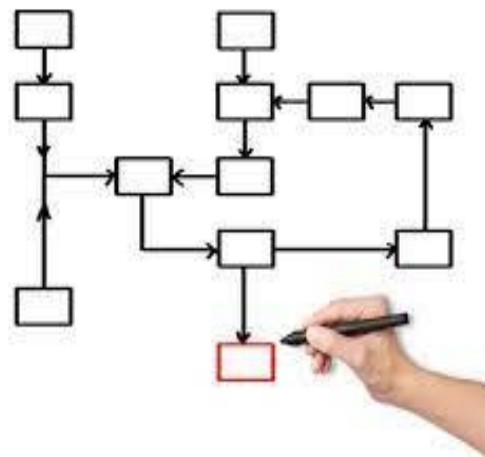
### What we are looking for:

This is a new role which will be pivotal in the development of a growing business area, at an exciting time, driving improvements in an ambitious 3-year strategy to establish IT, data protection, and data security as the foundations for future success.

Operating at SFIA Level 5, you will have a “can do” attitude, be persuasive, and diplomatic. You will lead on introducing change and efficiencies for the DORS+ system and throughout UKROEd, ensuring that systems and processes are effective, efficient, accessible, and secure for internal & external stakeholders and particularly the general public.

You will have experience in:

- mapping business processes,
- identifying areas of improvement,
- developing the business case for change,
- managing and prioritising requirements and product roadmaps,
- developing use cases & test scenarios (for agile development projects),
- managing and liaising with internal and external stakeholders,
- leading on implementing, and evaluating, change
- embedding data protection through “privacy by design” and “privacy by default”



## Who we are:

UKROEd is the private not-for-profit operating company of the Road Safety Trust (Registered charity number:1156300).

UKROEd conducts the management and administration of the National Driver Offender Retraining Scheme (NDORS) on behalf of the Police service. NDORS offers drivers a course as an alternative to enforcement sanctions, where their driving may have amounted to a lapse of concentration or an error of judgement, with no serious consequences or high risk.

The name UKROEd is derived from United Kingdom Road Offender Education – emphasising its focus on the education and behavioural change training of drivers who commit low end road traffic offences across the UK.

The functions of UKROEd are to provide course specification, quality assure trainers and providers, and to provide a central system (DORS+) to track and record course offers, and to enable the public to choose where to attend their course.

## What we offer:

- Home-based, with regular UK travel to stakeholder locations (when safe to do so)
- A salary range of £50-55,000 (subject to Job Evaluation)
- 28-days holiday + UK Bank Holidays
- Training and development opportunities
- The opportunity to play a critical role in the development of UKROEd, how we support the scheme, and to contribute to improving road safety, reducing casualties and injuries.



## The process:

Applications to include application form and CV.

To receive an application form / Send completed applications to [recruitment@ukroed.org.uk](mailto:recruitment@ukroed.org.uk)

**Closing date:** Sunday 18<sup>th</sup> July 2021 (Post may close earlier)

**Shortlisting:** week commencing 19<sup>th</sup> July 2021

**Remote Interviews:** week commencing 26<sup>th</sup> July 2021

**Advertised online:**

<https://www.cwjobs.co.uk/job/business-improvement-manager/ukroed-road-safety-trust-job93424030>