

BIS Organisational Table

Key activities and roles of strategic and operational managers

Board of Directors	Support Group	Manager
<ul style="list-style-type: none"> • Carrying overall responsibility for BIS finances, management systems and human resources. • Maintaining an understanding of the social, technical and political environment of BIS • Building and maintaining relationships with other organisations • Agreeing BIS strategies & plans • Supporting the procurement of resources for BIS • Monitoring the effective and efficient use of resources by BIS • Supporting and assisting in the development of BIS Manager & Team • Monitoring the effectiveness of specific projects • Supporting continual improvement 	<ul style="list-style-type: none"> • Providing advice, information and support to BIS Manager & Team • Advising on specific projects • Advising on continual improvement opportunities • Promoting the work of BIS to the public and recording community • Encouraging exchange of local data through the LRC by the public and county recorders • Prioritising their data exchange with BIS, including their agents • Using the services of BIS to ensure biodiversity is taken into account 	<ul style="list-style-type: none"> • Responsible for day to day operations of BIS • Maintaining an understanding of stakeholder needs & expectations • Managing and - where possible - meeting stakeholder needs & expectations • Developing BIS strategies & plans • Managing BIS resources efficiently and effectively • Recruiting, developing, managing and supporting Staff • Managing and developing effective information and communication systems • Maintaining, developing and improving BIS management systems • Overall responsibility for data management and data exchange • Devising and managing specific projects • Liaising and responding to BOD and SG • Representing BIS at Wales-wide level