

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM			
ANNEX TO BMM		<b>BMM - ANNEX 7C</b>	
<b>CORPORATE ADMINISTRATIVE MANAGEMENT GROUP</b>		ISSUE 001	
<b>TERMS OF REFERENCE</b>			
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## 1. Introduction

1.1 This BMM annex presents the terms of reference of NSD's Corporate Administrative Management Group (CAMG). CAMG aims to provide an effective cross divisional liaison mechanism for the administrative function and its management within NSD. Membership of CAMG consists of the Administrative Support Managers throughout the Directorate. The CAMG terms of reference have been defined in terms of the following Roles and Responsibilities statements:

## 2. Role

2.1 On behalf of the NSD Management Board to lead on the development and maintenance of common, cost effective administrative procedures for NSD.

## 3. Responsibilities

To deliver efficient and effective administrative support by:

3.1 Assisting with the delivery of Divisional Plans by leading and managing administrative teams in line with HSE/NSD values and performance outputs.

3.2 Initiating the development of new and improved approaches to administrative tasks and manage the implementation, consulting upwards if and when necessary.

3.3 Providing consistency between Divisional administrative tasks through developing, maintaining and reviewing BMS procedures and guidance.

3.4 Provide authoritative advice to NSD MB on administrative related

matters, including developing recommendations and the mediation and resolving of administrative issues.

3.5 Ensuring appropriate distribution of administrative resource across the Directorate to meet NSD's business needs.

3.6 Ensuring the development of the administrative resource.