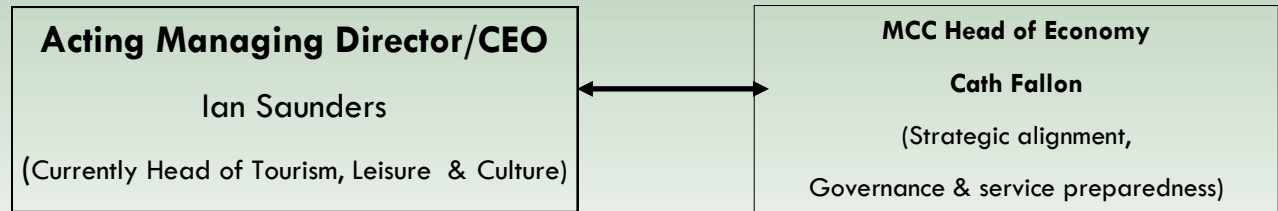


**Interim Structure**  
(to include an Administrative Apprentice)



**Finance Lead**

**Marie Bartlett**

(Internal Secondment)

**Responsibilities:**

- Undertake cost analysis of in scope services to include identification of indirect costs to assess true costs of service;
- Undertake viability assessment of commerciality of services;
- Analysis of available funding approaches & procurement options;
- Negotiate lease agreements/purchases with MCC Asset Management
- Development of Investment strategy
- To monitor and be lead on Anthony Collins and advisors relationship

**Market Development & Commercial Lead**

(Internal Secondment at Business Plan stage)

**Responsibilities:**

- Lead the ADM through the commercial landscape;
- Drive down costs by identifying efficiencies whilst improving customer experiences;
- Develop & deliver a comprehensive & costed marketing plan
- Identify opportunities to commercialise existing services;
- Identify new market opportunities;
- Develop new products;
- Identify future trends & customer expectations

**Operations Transition Lead**

(Internal Secondment at Business Plan stage)

**Responsibilities:**

- Manage & facilitate the transition from business plan to operations.
- Identify efficiencies in current services & new opportunities for commercial development.
- Monitor, evaluate progress and timelines
- To review existing contracts and agreements currently in place.
- To review and implement new operating procedures in line with industry standards and H&S requirements

**Engagement Lead**

**Tracey Thomas**

(Internal Secondment)

**Responsibilities:**

- Develop & deliver a programme of staff engagement activities with all ADM services;
- Develop and deliver programme of community engagement activities for all associated services;
- Ensure ADM complies with MCC political process to include Member engagement, production of associated reports, etc. in line with proposed ADM governance arrangements;
- Work with MCC HR team in staff TUPE arrangements, Union engagement, etc.
- Develop & deliver an ADM volunteer engagement programme and identify how the ADM can capitalise the ROI for volunteers

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