



## Chief Executive Officer Job Description

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<b>Responsible to:</b>	Board of Trustees
<b>Salary Scale:</b>	Senior post holder
<b>Responsible for:</b>	Membership Services Director, Commercial Services Director, Finance Manager, HR & Staff Wellbeing Manager, Communications Manager, PA.
<b>Works closely with:</b>	Officer Team, Board of Trustees, University Executive Board, Senior University Directors, external sector bodies, key local/regional stakeholders.
<b>Contract type:</b>	Full Time, Permanent (subject to probationary period).
<b>Hours:</b>	The Chief Executive is expected to work the hours necessary to fulfil the role. A minimum of 35 hours per week is required averaged over 52 weeks with flexibility required to meet the demands of the job, including weekend and out of core hours working.
<b>Location:</b>	All USWSU offices/facilities across University of South Wales's Campuses (Pontypridd, Cardiff and Newport) as required.
<b>Holidays:</b>	210 hours per year, to rise in accordance with length of service, plus 119 designated hours shutdown (inc. Bank Holidays).
<b>Pension Scheme:</b>	Eligible to join NUSPS pension scheme, at a current contribution rate of 6%
<b>Car Parking:</b>	Car parking is available at an annual cost.

### **Purpose of Role:**

Under the direction of the Board of Trustees, the Chief Executive will provide visionary strategic leadership for the longer-term sustainability of the University of South Wales Students' Union.

The principal areas of the role are:

1. Oversee the day-to-day operational functions of the students' union and its finances, ensuring the effective delivery of high-quality student services.
2. Provide the highest level of support to the elected Officers, enabling them to achieve their goals, become effective representatives, trustees and staff members during their terms in office, and develop future organisational strategy.
3. Ensure that the students' union has excellent working relationships with key identified partners and university stakeholders for the advancement of shared priorities and members' interests.

## **Main duties and responsibilities**

### **Leadership:**

1. Lead the development and delivery of the students' union strategy, driving positive shifts in organisational culture, people, structures and ways of working.
2. Provide effective and inclusive leadership; ensuring that the union fully utilises the skills, experience and potential of all staff to meet the organisation's goals and objectives.
3. Develop a high performing senior team which is capable of providing excellent leadership to the day-to-day work and functions of the organisation.
4. Work with the trustee board to ensure the overall sustainability of the organisation in line with its charitable objectives.
5. Ensure the union fulfils its constitutional, regulatory and legal obligations and takes appropriate steps to manage risk.
6. Ensure that the organisation lives and breathes its values in all aspects of work and activity, taking personal responsibility for ensuring that you and the senior team visibly model these values in your day-to-day behaviours and interactions.
7. Oversee development of effective relationships with key stakeholders at the University of South Wales and further afield, ensuring this work is grounded in excellent stakeholder mapping to ensure maximum value from partnership working for the benefit of members.

### **Strategy:**

1. Provide visionary strategic leadership within the context of the democratic and governance structures of the organisation, understanding and supporting the leadership role of the Officer team.
2. Support the Officers and Board of Trustees with the development of the organisation's future strategy.
3. Lead delivery of the strategic plan, ensuring that effective operational plans are in place to achieve strategic objectives and key performance indicators.

### **Finance & Income:**

1. Ensure the overall financial health and sustainability of the organisation, overseeing the development of the annual budget and financial plans for approval by trustees, developing appropriate reserves and capital investment plans, and ensuring effective controls and systems to manage financial activity and performance.
2. Oversee preparation of the annual allocation bid for funding from the University, ensuring that it responds to the expectations of the University as principal funder and supports delivery of the union's strategic plan, annual budget and 5-year financial plan.

3. Drive income generation through the strategic development of activities and commercial services to support financial growth and sustainability.

### **Management:**

1. Ensure that trustees, colleagues and other key stakeholders are very well informed of performance against the strategic plan and understand the part they play in delivering it.
2. Ensure direct reports have necessary support and guidance to develop operational plans for their areas.
3. Ensure the management team work effectively together and with the Officers.
4. Set and monitor individual objectives and performance goals linked to the union's long-term aims.
5. Develop and manage key performance measures to ensure that the Trustee Board can monitor progress effectively.
6. Ensure that the union's facilities are well maintained and developed to meet changing student needs.
7. Ensure that all student services are managed effectively and efficiently.
8. Be responsible for the union's health and safety, whilst promoting a healthy and safe environment for all staff, volunteers, and visitors.

### **General**

1. To assist with any other activities where required.
2. Any other duties, which from time to time may occur.

### **Person Specification**

#### **Experience & Qualifications**

1. Significant leadership and management experience within an organisation of similar complexity.
2. Experience of working effectively with boards and committees and a clear understanding of how to deliver high standards of corporate governance.
3. Proven track record of developing and delivering visionary strategic plans, translating such plans to a range of audiences, and successful operational delivery.
4. Demonstrable understanding of the balance of commercial and non-commercial services within the organisation and facilitate clear priorities for these functions.
5. A proven track record of enabling income generation and growth in a commercial environment using financial and non-financial information to make decisions more effectively and timely.
6. Substantial experience of developing strong and sustained collaborative relationships with multiple internal and external stakeholders.

#### **Knowledge & Skills**

1. Knowledge of and/or an appreciation for the higher education sector, and the key trends, issues and policy impacting students and students' unions.
2. The ability to advise and support student leaders with effective influencing strategies to achieve positive change within the university and beyond.
3. Works as a team player to build the commitment of all to a cooperative team spirit focused on team synergy to improve results.
4. Exceptional written communications skills with the ability to prepare clear and engaging reports, presentations and information for a range of audiences.
5. Public speaking abilities with the capability to promote the union's credentials, strategic journey and wins to a range of different audiences.
6. Ability to adapt to new challenges in a flexible and fluid way.
7. High levels of personal resilience with an ability to effectively prioritise competing demands and remain calm under pressure.
8. Ability to understand the key issues and legislative requirements applicable to businesses, charities and those affecting students' unions more generally for example the Charities Commissions, HSE, Higher Education Act etc.
9. Fluent in medium of Welsh desirable.

### **Values and Behaviours**

1. Commitment to working in a democratic, student-led environment.
2. Evidence of commitment to equity, diversity and inclusion.
3. Willingness to support own and others continuous personal and professional development.
4. Ability to manage and support others to enhance their development and reach their potential.
5. Ability to role model desired culture and behaviours.