

## Chief Executive Job Description

<b>Responsible to</b>	President, on behalf of the Board of Trustees
<b>Responsible for</b>	Director of People and Development, Director of Membership, Director of Finance and IT, Director of Communications and Marketing, Director of Operations and Student Activities, Chief Executive of the SU's subsidiary company Membership Solutions Limited.
<b>Works closely with</b>	Full Time Officers, Board of Trustees, directors of trading subsidiaries (SUSW and MSL), University Executive Board, senior university directors and department heads, external sector bodies, key local/regional stakeholders.
<b>Duration</b>	Permanent
<b>Salary/benefits</b>	£80,000 - £90,000 plus an excellent holiday allowance of 37 days per year, substantial pension scheme up to 7.38%, a dedicated wellbeing programme, cycle to work scheme and employee assistance programme. We also have a hybrid working policy, subject to operational requirements.
<b>Hours</b>	The Chief Executive is expected to work the hours necessary to fulfil the role. A minimum of 36.5 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>	Warwick Students' Union, Coventry. Occasional offsite working is required.

<b>Context</b>	<a href="#"><u>Warwick Students' Union Strategic Plan 2021-25</u></a>
<i>Our vision</i>	A World-Class Students' Union for a World-Class University
<i>Our mission</i>	The best experience for every student at the University of Warwick
<i>Our ambition</i>	To be a dynamic force for change where our members feel a sense of community

## **Main purpose of the role**

The Chief Executive is the senior member of staff at Warwick SU, leads the staff team and is a key advisor to the Students' Union President, Officer Team and Board of Trustees.

Under the direction of the Board of Trustees, the Chief Executive is accountable for the leadership, management and development for the longer-term sustainability of the Students' Union, and for providing the highest level of support to the elected leadership.

The principal areas of the role are:

1. Lead the delivery of the Strategic Plan 2021-25, including achieving KPIs:
  - Students voting in SU elections
  - Achievement of our annual financial goals
  - Advice Centre users empowered to make informed choices
  - Students actively engaging with the SU
  - SU Russell Group ranking by National Student Survey (NSS) score
  - Colleagues reporting that the SU lives its values
  - Student satisfaction with the SU
2. Ensure the effective day-to-day management of the organisation, its finances and key risks, developing an outstanding organisational culture in line with SU values and providing inspirational leadership to the senior and staff teams enabling them to excel against operational plans, strategic goals and targets.
3. Ensure that the SU has excellent working relationships with key identified partners and stakeholders, particularly within the University of Warwick, for the advancement of shared priorities and members' interests.
4. Provide high quality policy support and advice for the Full Time Officers, enabling them to be effective leaders of the organisation, achieve their goals, realise their potential and become effective representatives, trustees and staff members during their terms in office, and develop future organisational strategy.

## **Main duties and responsibilities**

### **Leadership:**

1. Develop a high performing senior team which is capable of providing excellent leadership to the day-to-day work and functions of the organisation.
2. Provide 1:1 excellent policy support and advice for student Full Time Officers, enabling them to be as effective as possible in their roles.
3. Nurture strong relationships with the senior team, student officers and board of trustees, ensuring delivery of key strategic change initiatives, including the Inclusion and

Belonging (I&B) work programme, and drive positive shifts in organisational culture, people, structures and ways of working.

4. Develop a strong performance culture throughout the organisation which nurtures talent and capability, celebrates excellent contributions and holds colleagues to account for the effective delivery of agreed strategic and individual targets and objectives.
5. 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.
6. Oversee development of effective relationships with key stakeholders at the University of Warwick 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:**

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

### **Finance & Income:**

10. Ensure the overall financial health and sustainability of the organisation, overseeing the development of the annual budget and 5-year financial plan for approval by trustees, developing appropriate reserves and capital investment plans, and ensuring effective controls and systems to manage financial activity and performance.
11. 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 SU strategic plan, annual budget and 5-year financial plan.
12. Drive income generation through the strategic development of activities and services and the performance of subsidiary companies to support financial growth and sustainability.

### **Governance:**

13. 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.

14. Work with trustees to deliver high standards of corporate governance, ensuring that the organisation fulfils its legal, statutory and regulatory responsibilities (including University reporting requirements) and operates in compliance with appropriately reviewed and effective policies, procedures, bye-laws and governing documents.
15. Ensure effective risk management processes are in place across the organisation, working with trustees, senior colleagues and the audit and risk sub-committee to ensure that key risks are identified, documented, well-monitored and appropriately managed.
16. Ensure the effective implementation and timely review of the Framework of Good Governance between the University of Warwick and the SU and all associated partnership arrangements, including the University and Students' Union Liaison Group.
17. Operate as an ex-officio Director of the SU's two subsidiary companies: Membership Solutions Limited (MSL) and Students' Union Services Warwick Limited (SUSW), providing line management for the MSL Chief Executive as agreed by MSL trustees.

### **Person Specification**

#### **Essential criteria**

1. Significant experience of senior leadership in a Higher Education and/or democratic environment.
2. Proven track record of developing and delivering visionary strategic plans, translating such plans to a range of audiences, and successful operational delivery.
3. Demonstrable understanding of the balance of commercial and non-commercial services within the organisation and facilitates clear strategies and priorities for these functions.
4. 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.
5. Recognises the need to continually change, challenge the status quo and champions new ideas, identifies pragmatic ways to overcome barriers.
6. A credible change agent with the ability to engage and foster trust alongside a demonstrable track record of successfully leading transformative change.
7. Experience of working effectively with boards and committees and a clear understanding of how to deliver high standards of corporate governance.
8. Substantial experience of developing strong and sustained collaborative relationships with multiple internal and external stakeholders, building an organisational culture of collaboration, openness, and trust.
9. Knowledge of Higher Education policy issues of concern to students and the ability to advise and support student leaders with effective influencing strategies to achieve positive change within the University and beyond.
10. Works as a team player to build the commitment of all to a cooperative team spirit focused on team synergy to improve results.

11. Ability to clearly communicate and exhibit the organisation's expectations of the standards and values required of all its leaders and managers, reviewing and encouraging these standards and values when opportunities exist. Adapts communication style to the needs of the audience, recognising impact and changing to ensure continued effectiveness, communicates in an enthusiastic, logical way.
12. Exceptional written communications skills with the ability to prepare clear and engaging reports, presentations and information for a range of audiences.
13. Public speaking abilities with the capability to promote the SU's credentials, strategic journey and wins to a range of different audiences.
14. High personal standards of achievement and constantly seeks ways to improve performance in themselves and others, setting goals which are challenging but achievable.
15. Transparent and accountable.
16. Excellent planning and co-ordination skills
17. Self-awareness and self-assessment acknowledging own limitations and strengths accurately, knowing when to ask for help and encouraging self-improvement. Awareness of impact on others.
18. Inspires people through personal commitment to the organisation's mission, strategic plan and values.
19. Ability to manage multiple needs, tasks and opinions without losing focus or energy. Adapts to new challenges in a flexible and fluid way.
20. High levels of personal resilience with an ability to effectively prioritise competing demands and remain calm under pressure.
21. Encourages and supports the learning and development of all people within the organisation and sets an example by continual professional development.
22. 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.
23. Strong belief in equity, diversity, inclusion and the role of Students' Unions in promoting student community and belonging
24. Strong commitment to democratic leadership and working with and supporting the elected Full Time Officers.