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| Job Title | Chief Executive Officer |
| Hours per week | 2.0 - 2.5 days to be agreed (flexible hours as required to fulfill requirements of the post) |
| Salary | Negotiable |
| Base | Home working with travel across the UHUK. Reasonable access to London is necessary |
| Report to | The Chair |
| Accountable to | The Board of Directors |

**Job Purpose**

The Chief Executive is the Accountable Officer of the organisation and will promote and demonstrate the values of UHUK at all times.

Working closely with Board colleagues the CEO will be responsible for the strategic leadership, direction and development of UHUK as a successful organisation providing high quality services which meet the needs of its members.

**Duties and Responsibilities**

**Corporate**

* Fulfil statutory and corporate responsibilities as a Director and member of the Board and ensure that UHUK adheres to appropriate policy and practices across all activities
* Fully comply with the requirement for Directors as set out in The Companies Act 2006
* Full commitment to the Nolan principles of accountability, probity, openness, equality of opportunity
* Ensure the Board of Directors receives full and timely advice and information needed to formulate policy, set objectives and monitor progress
* As Accountable Officer, be responsible for the financial performance of the organisation, ensure that effective financial procedures and arrangements are in place to meet standards of service performance and support the growth and financial health of the organisation.
* As Accountable Officer, be responsible for production of the Annual report and joint signatory with Company Secretary of the Annual Accounts, ensuring timely submission
* Ensure UHUK has a robust approach towards corporate risk and adequate plans to mitigate these risks where applicable
* Ensure organisational compliance with the appropriate financial regulations
* Ensure the organisation is fully compliant with all Health & Safety regulations

**Strategic**

* Develop, with the organisation, a vision and strategy for the coming years.
* Produce, implement and jointly own the business plan for UHUK.
* Promote a common vision and ownership of the UHUK values and strategic objectives.
* Achieve national recognition of the organisation as a champion of the social enterprise model with a reputation for delivering services of the highest quality.
* Assist UHUK organisations to create and develop commercial opportunities
* Represent members at national level highlighting issues which put their businesses at risk and promoting their role in the NHS long-term plan
* Work with the Board of UHUK and other organisations to identify common quality aspirations of members and organise the annual audit and benchmarking process. Contribute to the development of processes that can be used to benchmark and improve services.
* Ensure a ready exchange of information between member organisations through meetings, workshops, conferences and online.
* Lead on the recruitment of additional members of UHUK
* Ensure that the Board of Directors is informed of market conditions, opportunities, and associated business developments.
* Take responsibility for the development and implementation of all joint ventures and strategic partnerships.

**Leadership**

* Promote the Social Enterprise ethos throughout the organisation.
* Ensure that UHUK operates in a way that maintains the best tradition of high standards in public service and probity
* Provide compassionate and inclusive Leadership to the UHUK Team
* Chair Directors’ meetings and other meetings as appropriate

**Workforce**

* Lead by example demonstrating the values of UHUK
* Ensure UHUK has a clear approach to supporting staff well being
* Ensure there is an established succession planning framework that is reviewed on a regular basis
* Ensure there is an ethos of continuous improvement across the organisation
* Ensure that the appropriate policies are in place and reviewed on a regular basis

**Equality and Diversity:**

* Actively promote equality and diversity and encourage colleagues to do the same.
* Direct staff as necessary to ensure compliance with UHUK’s policies to ensure no discrimination occurs irrespective of gender, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.
* Support a zero tolerance approach to bullying and harassment in all forms, and to lead by example in this area.

**Health, Safety & Security:**

* Comply with UHUK’s health and safety policy, procedures and guidelines and ensure that appropriate arrangements are in place.

**Person Specification**

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| --- | --- |
| Qualifications/Experience | Essential/Desirable |
| Educated at least to degree level or equivalent  Experience of operating successfully at CE/managing director level in the NHS and/or the private sector  Board level experience and track record in both the NHS and the private sector  In depth experience of commissioning in the NHS  Detailed understanding of the NHS long term plan and the white paper agenda  Senior operational management experience in the NHS or the private sector  An understanding of the third sector in general and social enterprises in particular  Detailed knowledge and understanding of the full range of business functions to be effective in a small organisation  Good level of IT literacy  Good level of financial literacy | E  E  D  D  E  D  E    E  E  E |
| Personal Characteristics | Essential/Desirable |
| Highly motivated self-starter with proven ability to create a vision, translate it into an operational plan and deliver the plan  The ability to negotiate and influence at all levels and across all organisations  The ability to build teams, to motivate and enthuse and to persuade those who are not direct subordinates to deliver on behalf of the organisation  Ability to communicate at all levels and in all styles | E  E    E  E |