|  |
| --- |
| **Head of Corporate Services**  **Job Profile**  **Grade Scale: Grade 5 Level 1-8**  **Reports to: Chief Executive**  **Salary: £57,028- £67,831**  **Purpose of the Job** |
| The role will report directly to the Chief Executive and is part of the Leadership Team responsible for the strategic leadership of the organisation. This role is responsible for corporate support services, ensuring resources are aligned appropriately to aid the smooth operation of the organisation.  As a key member of the leadership team, you will provide strategic direction to the corporate services function to ensure that it meets the ambitions and standards set by SLLC and its stakeholders.  You are responsible for the long term and day to day financial planning of the organisation as it moves forward in the delivery of the new strategy. You will oversee all aspects of the finance function, the HR function including training and development, and the IT and administration functions.  The Head of Corporate services will support the Chief Executive and the Leadership Team with business planning activities, providing practical and creative input in the development of new business initiatives, the design of current and future strategic and operational plans and will bring discipline to the strategic decision-making process to manage the effective use of business resources. The Head of Corporate services will have the ability and experience to motivate and drive resources, teams and colleagues to achieve both the overall company targets and key performance objectives. |
| **Key tasks and responsibilities** |
| Provide strategic direction and leadership to drive the organisation forward maximising all available resources and ensuring long term financial planning. Be responsible for the strategic financial management of the organisation including adherence to statutory and regulatory requirements. |
| Leading the development and implementation of strategies to drive robust strategic financial and resource planning and strong corporate and financial governance & reporting through the effective use of people, processes and systems.  You will make recommendations to the Board regarding financial planning, HR and IT resourcing, carrying out risk assessments on potential new or enhanced opportunities to maximise resources and increase efficiency. |
| Maintain a high degree of positive interaction with partners and teams of staff by having a strong understanding of all aspects of the charity’s business. Positively influence staff to effect beneficial behavioural and cultural change. |
| Maintaining and growing SLLC’s organisational effectiveness, innovation, and digital transformation. |
| Developing and maintaining key relationships with relevant partners |
| Working with HR to build SLLC culture and capability, aligned with SLLC strategy. |
| Lead and facilitate transformational change to enhance organisational effectiveness. |
| **Person Specification**   |  |  |  | | --- | --- | --- | | **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | | **Education, Qualification & Training** | * Qualified accountant | Evidence of continuing relevant professional development | | **Skills, knowledge, experience** | * Track record in a senior management environment, team leadership and development. * Track record of strategic, organisation wide, long term financial planning and budget management. * Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail. * You will have a demonstrable track record of success in a corporate environment, ideally across a range of relevant activities, delivering within a customer-facing environment. * You will lead and provide direction on financial activities. * Track record of leading multidisciplinary teams. * You will have strong interpersonal, managerial, and motivational skills; an ability to clearly convey complex ideas, working collaboratively across a range of services and teams. * You should be able to demonstrate a track record of exemplary project management in relevant areas. You will have experience of working in a senior management role, leading high performing teams and successful business development initiatives. * Excellent IT skills, including components of Microsoft Office software, with good working knowledge of using key database & finance systems. | Experience of working with a diverse range of colleagues within a large and complex organisation.  Experience of management within a financial environment coupled with corporate experience in other support functions.  Experience of reporting to Board, Committee or senior stakeholder. | | **Personal Qualities** | * Demonstrating fresh and innovative thinking coupled with an entrepreneurial approach and strong customer focus. * Strong communicator and team player able to build networks both internally and externally; experience of managing relationships and expectations of multiple partners. * Ability to build trust and maintain relationships with internal and external stakeholders. * Passion to deliver services that improves the community’s well-being and achieve healthier, happier, more connected lives |  | | **Management Competencies** | * Demonstrate and provide active leadership to the organisation, service and team. * Excellent influencing and negotiation skills. |  | | **Other** | * Be Positive “can do” attitude and willingness to support others where needed. * Ability to multi-task and work in a focused and fast-paced environment |  |   **Safer Recruitment Checks**  As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks   * Asylum and Immigration right to work in the UK * Reference check: external candidates require 2 references, one of which must be from previous or last employer; Internal candidates require 1 reference from current line manager. * Candidate Disclosure Scotland check, where applicable  |  | | --- | | **Vision, Mission and Values** | | **Our Vision**: Healthier, happier, more connected lives. | | **Our Mission:** Improve health and wellbeing by offering attractive, affordable activities delivered with warmth, friendliness and individual pride. | | **Our Values**:  **Do the right thing:** Even when no one’s looking.  **Be a great team**: Work together. Share ideas. Share mistakes. Share successes.  **Own it:** Be accountable for outcomes good and bad. Don’t pass the buck.  **Be positive:** Be hospitable. Make people feel good. |   **Behaviour Framework**  The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are: |
| ***Be a great team:***  **What you can do:** |
| * Inspire a ‘one team’ culture. * Role model inclusive leadership; respecting colleagues, partners and customers and treating people according to their needs. * Visible and accessible to employees within your area of responsibility. * Champion collaborative and partnership working across the organisation. * Spend time building relationships with partners. * Builds networks, locally regionally and nationally to help provide support and expertise and maximise resources. * Understand the importance of communication, evaluate its effectiveness, and take steps to improve, leading and encouraging open communication at all levels in the organisation. * Understands respectful challenge and makes own case whilst recognising the concerns of others * Builds commitment and engagement to improve team cohesion and outputs. |
| ***Do the right thing:***  **What you can do:** |
| * Lead by example, maintaining a positive attitude and demonstrating energy and enthusiasm in your approach to work. You are a role model for the organisation. * Understands the power and authority that comes with the Leadership Team role and adapts behaviour to ensure interactions with others are positive and empowering. * Demonstrates sensitivity and good judgement in decision making and relationships. * Is able to take difficult decisions in complex and challenging situations for the best interests of the service and the organisation. * Evaluates resources, options and consequences in decision making. * Consults with representative groups when formulating strategies. * Engages with communities, internal and external partners ensuring the full range of views are considered. |
| ***Be Positive***  **What you can do:**   * You will work with enthusiasm to deliver a high-quality service to meet personal, organisational and customer expectations. Be hospitable and make people feel good * Understand how your team learn and develop and use this knowledge to lead performance improvements. * Lead by example, influencing and inspiring confidence in others. * Communicate positive messages about the organisation, acting in its best interests and being an ambassador for SLLC. * Role model for inspirational leadership * Coaches and mentors’ others and have continuous learning and development as a key priority for the service. |
| ***Own It:***  **What you can do:** |
| * Ownership is at the heart of our approach. Be accountable for outcomes good and bad in the application of your strategic and managerial responsibilities. * You work to deliver a high-quality service to meet organisation and stakeholder expectations. * Gives teams defined structures and clear direction enabling a strong sense of ownership and personal responsibility for the delivery of outcomes and objectives. * Plan and anticipate changes in the sector and wider landscape and effectively manage the transition to introduce new ways of working. * Logically identify trends and implement the best approach, outlining clear objectives * Focus on longer-term outcomes rather than short-sighted initiatives. |