



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Chief Executive Officer</b>
<b>RESPONSIBLE TO:</b>	Board of Trustees
<b>RESPONSIBLE FOR:</b>	The Undeb Aber Management Team and all Undeb Aber staff
<b>SALARY:</b>	Undeb Aber CEO grade
<b>HOURS:</b>	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
<b>RELATIONSHIPS:</b>	Students, student officers, university senior management, local community members, other Students' Unions, the National Union of Students, NUS Wales.
<b>DATE OF WRITING:</b>	20 <sup>th</sup> September 2016

### **PURPOSE OF ROLE**

Overall strategic and general management of Undeb Aber and corporate responsibility for the delivery of the Union's purpose, vision and values, and strategic plan.

To act as the most senior member of staff to lead the executive functions of the organisation and its resources to meet the demands of Aberystwyth University students now and in the future, taking direction from the Board of Trustees to achieve this and working with the university and other stakeholders.

To develop a culture that enables all of our people to flourish, student feedback to be captured and used in the development of services, projects and initiatives for the benefit of students and that are in line with the organisation's strategic priorities.

To work closely with student officers to ensure that student democracy and engagement is aligned with organisational services and resources. To ensure continuing training and support are provided to student officers to equip them with the skills and knowledge to undertake their role effectively and safeguarding the financial stability and legal compliance of the organisation.

To act as an ambassador and a source of continuity within the Union and build constructive relationships to create opportunities with key stakeholders, particularly senior university staff, local organisations and the local community

## **DUTIES AND RESPONSIBILITIES**

### **1 Corporate Duties and Responsibilities**

- To lead the development and implementation of the vision and strategic plan, ensuring rigorous and effective processes are in place to meet and monitor its objectives.
- To act as Company Secretary to the Trustee Board ensuring the board is provided with timely and accurate information from which to make decisions including advice relating to the governance of the Students' Union, the long term strategy and their responsibilities as employers of staff.
- To act as adviser and coach to the Sabbatical Trustees ensuring they are well equipped to perform their governance and representative responsibility.
- To provide inspirational and visible leadership to staff creating a student-focused, accountable and high performing team.
- To manage operational activities and procedures effectively and monitor performance regularly so as to achieve targets and objectives.
- To use resources effectively, including management of budgets and finances.
- To be responsible for risk management in relation to the operation of the organisation, in line with current legislation and regularly update the Risk Policy for approval by the Board.

### **2 Strategic Planning**

- Together with key stakeholders, develop and implement a strategic plan that meets the vision and values of the Students' Union, and ensure that this plan is regularly reviewed, updated and amended as required.
- To develop, implement, monitor and review an annual operating plan.
- To maintain strong relationships and partnerships with the University, local community organisations, the National Union of Students, NUS Wales and other relevant stakeholders.
- To ensure performance monitoring processes are in place to ensure the objectives of the strategic plan are met.

### **3 Financial and Organisational Management**

- To take lead responsibility for Undeb Aber's finances and develop a culture of value for money and transparency.
- To oversee production of an annual income and expenditure and capital expenditure budget, ensuring that this provides efficient use of Undeb Aber's assets and to advise the Trustees on implications of significant variances to budgets.
- To ensure that effective financial procedures and controls are in place and are regularly reviewed as part of the annual audit.
- To ensure management information systems are in place with appropriate systems for monitoring their effectiveness.

- To ensure that the Students' Union has a financial plan maximising ongoing financial stability and sustainability, including an ongoing cost flow forecast aligned to the income and expenditure budget.
- To drive continuous improvement and efficiency in service planning and delivery.
- To seek new opportunities to realise ways to diversify income from voluntary, or statutory funding sources to support new projects for the benefit of our student members.
- To ensure ongoing and effective research and analysis into students' needs, market trends and current issues to inform and guide the strategic direction and growth of the organisation with the involvement of the Trustees.

#### **4. Insurance and Legislation**

- To ensure compliance with all relevant legislation; to include all education, charities, health and safety, employment, equal opportunities and licensing legislation.
- To be responsible for ensuring that insurance cover is adequate for all of Undeb Aber and to ensure that any requirements made by insurers are met.

#### **5. People Management**

- To have responsibility for the motivation and management of the Undeb Aber staff, ensuring that they work as a cohesive and effective team.
- To ensure that appropriate staff management systems are in place to effectively monitor performance, instill accountability and embed a culture of continuous improvement.
- To lead the development of a culture, across Undeb Aber, that delivers the values and is committed to achieving excellence, particularly with regard to member service.

#### **6. Students' Union Elected Officers**

- Provide advice to the elected officers on their legal requirements in relation to their role as Directors and Trustees of Undeb Aber.
- Provide advice and support to the elected officers to ensure they operate within the strategic framework set by the Trustees.
- Ensure the provision of clear advice on the matters of governance of Undeb Aber including the constitution, standing orders, and policies of the Students' Union.
- Provide advice on the creation and implementation of strategy for the development of Undeb Aber and its services.
- Ensure the elected officers are part of an effective induction, training and development programme.
- Ensure the elected officers provide a set of targets to work towards and measurements against which to benchmark their performance which is approved by the Trustees.

#### **7. Quality Management**

- To develop, review, and drive a high quality, high performing, and results driven culture which is responsive to the needs of students.

- To ensure effective research and analysis into students' needs, market trends, and current issues to inform and guide the strategic direction and growth of the organisation, with the involvement of the Trustees.
- To establish and embed effective systems and procedures, including external benchmarking, in order to create a culture of continuous improvement.
- To ensure that students' are engaged in the design and delivery of services and that their views are reflected in the strategic and operational plans of Undeb Aber.

## **8. Relationship and Stakeholder Management**

- To build and develop constructive working relationships with Undeb Aber's key stakeholders.
- To work in partnership with the University in pursuance of Undeb Aber's mission, vision and values and ensuring Undeb Aber maintains a critical friend relationship at all levels.
- To proactively promote the interests, brand and reputation of Undeb Aber both internally and externally.
- To act as an ambassador for the organisation to the outside world, developing new networks which are of benefit to students and the development of the organisation.
- Engage with national organisations including NUS and NUS Wales, promoting the interest of Undeb Aber and contributing to the collective strength of the SU movement.

## **9. Other Duties:**

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote Undeb Aber's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of Undeb Aber.
- To be an advocate for Undeb Aber and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

**CHANGES TO JOB DESCRIPTION**

This job description may be subject to modification or amendment at any time following consultation with the post holder.