

Job Description

Managing Director			
Date Created:	23/7/2021	Version:	2.0
Reports to:	CSW Chair		
Work Location:	Home – with travel to other sites as required		

Job Purpose
<p>To undertake all functions connected to the effective leadership and management of an LA owned company. This is the head of paid staff at CSW who will lead and manage the company via the governance arrangements in place, including working to, and with, the Board of Directors and Owners. The MD will set and be accountable for the strategic direction of the Company, as a Teckal entity. The postholder will lead the implementation and delivery of the current and future Business Plans. The MD will secure financial stability and oversee contract performance and compliance alongside senior staff. The health, safety and well-being of staff will be driven by the postholder as well as a focus on the health and well-being and safeguarding of clients.</p>

Responsibilities
<ul style="list-style-type: none"> • Provide the infrastructure and culture whereby the health, safety and well-being of all staff is well managed and compliant and in line with legislation, company values and principles. • Work in partnership with Owners and the CSW Board to set out strategic objectives for the Company and lead the development of subsequent business plans and operating budgets. • Ensure that high standards for the safeguarding of clients and customers is embedded in the organisation and work with statutory agencies to keep child protection policies and practice up to date and enacted. Promote the welfare of children, young people, and vulnerable adults. • Plan, lead and review performance of all parts of the CSW business, ensuring risk is mitigated. • Lead Teckal compliant growth through effective liaison with Local Authority commissioners and networks to secure sustainable business and achieve longer term financial planning. • Lead the process, alongside Local Authorities or singularly, of identifying and securing external opportunities ensuring timely and compliant bids and proposals. • Network and promote the company to raise awareness of the brand. Maintain strong relationships with other agencies and bodies. • Make sure that early insight of the skills landscape and legislation ensures that the company is prepared for new opportunities. • Consistently deliver high quality and increasingly innovative services that meet service user and stakeholder requirements to underpin transformation and growth. • Ensure that CSW offers services that are effective and efficient and that resources are well managed. • Support the Chair and Non Executive Directors and act as their advisor. • Provide leadership to the staff as their champion and advocate and undertake activities that support and challenge them in their work. Create effective relationships with staff groups, Trade Unions and professional associations. • Lead on the preparation of an annual statement of accounts which meet the requirements of an independent auditor. • Lead the development of inclusion and equality and celebrate diversity.

- Lead ongoing collaboration with customers and service users, measuring the impact and benefits of services delivered and securing client feedback on delivery.

Reports

The following roles report directly to the MD:

- Executive Assistant
- Operations and Development Director

Meetings and Metrics

- The MD is a member of the CSW Board.
- The MD attends Owner Group meetings for relevant agenda items and updates.
- The MD chairs the CSW Senior Management Team.
- The MD is responsible for the preparation and reporting of the following metrics and reports:
 - Business Plan and Operating Budget
 - CSW Board agendas and minutes
 - CSW Board reports, as well as updates and briefings as required
 - Audited accounts
 - All Company policies and procedures. To be reviewed and updated on an annual basis.

Person Specification

General

The MD will have demonstrable experience of successful leadership and Board level working. They will be highly skilled in developing good relationships with diverse and complex organisations, in particular local government. They will demonstrate understanding of the issues and challenges of contract delivery and business development in the public or private sector and will be able to illustrate positive impact. The role requires resilience, strong negotiating skills, political nous and motivation. The MD will be educated to post graduate level (or recognised equivalent) with a strong, professional track record of progression and success in the public, voluntary or private sectors.

Essential Skills and experience

- Business strategy and planning
- Exceptional relationship builder, networker, and communicator
- Business growth and commercial understanding
- Communication and presentation
- Personal resilience and ability to manage own workload
- Financial literacy and interpretation.
- A demonstrable understanding of the CSW external operating environment, particularly local government
- Demonstrable understanding of health, safety and safeguarding legislation

Desirable Skills and experience

- Digital skills
- Understanding of qualifications and pathways to employment
- Understanding of SEND legislation and practice
- Experience of working with, or in, local government and democratic processes

Document Approval

Role	Date	Name	Signature
Interim CEO	14/7/21	Judith Harwood	
CSW Chair	21/7/21	Sara Randall Johnson	
NED Chair of RemCom.	21/7/21	Matthew Fairclough-Kay	