

# CHIEF EXECUTIVE - JOB DESCRIPTION

**Department: Executive Team**

**Reporting: HYELM Board**

**Key Relationships: HYELM Board, AWH Board, HYELM Membership, Finance Director, Compliance & Technical Lead, Property Manager, Strategic Partners and Stakeholders.**

## **Job Purpose**

**To provide strategic and operational leadership to enable HYELM to achieve its mission, vision, goals and plans.**

## **Main Responsibilities**

- Provide internal / external strategic leadership defining and overseeing the delivery of HYELM's mission, goals, objectives, strategies and business plans.
- Embed HYELM's vision and values throughout the organisation and its work and promote them externally.
- Lead the Executive Team, inspiring creativity, innovation and operational excellence.
- Create a professional and empowering culture which supports all staff to be their best and support the organisation to deliver.
- Develop the strategic growth of the organisation taking into account key management, housing, social, economic, political and operational factors.
- Develop the provision of high-quality homes with excellent services.
- Develop and sustain the growing role of HYELM establishing and developing partnership working and building strong and effective relationships with all stakeholders.
- Ensure the duties of the Company Secretary are efficiently and effectively managed and provide advice on issues of governance and control to the Board.
- Ensure HYELM complies with all responsibilities as required by its Regulators.

# MAIN DUTIES

## Our People

- Recruit and manage staff in accordance with HYELM's Human Resources standards, policies and procedures.
- Conduct/ oversee the one-to-one support and annual appraisal processes for all staff in accordance with HYELM's procedure.
- Create a professional, empowering and inclusive environment which supports all team members to develop their individual skills and competences to enhance HYELM's overall capacity to deliver to the highest standards.
- Ensure all team members for whom you are responsible understand and actively support and promote HYELM's mission, aims, values and strategic plans.
- To promote and implement equality, diversity and inclusivity across all aspects of the organisation.

## Strategy

- Provide strategic leadership to the Executive Team and staff.
- Oversee the development of HYELM's Strategic Plan.
- Ensure HYELM's Strategic Plan is publicised and communicated to all key stakeholders.
- Provide quarterly reports to HYELM's Board in respect of progress against all key strategic objectives.

## Finance

- Ensure that HYELM's financial affairs are properly managed and controlled and that effective financial strategies are in place to support and sustain HYELM's functions.
- Develop a fundraising strategy and oversee its delivery.

# MAIN DUTIES [CONTINUED]

## Governance, Compliance & Company Secretary

- Act as a Board member of HYELM and Arthur West House Ltd.
- Attend Board and sub-committee meetings and provide reports and advice to the Board on all key areas of HYELM's activities ensuring that HYELM conducts its operation in accordance with established strategies, policies and business plans and that HYELM meets the requirements of its Regulators and acts within its legal duties.
- Ensure the Board is informed of key strategic and operational issues and any areas where there are risk issues or concerns.
- To carry out reviews of governance policies, systems and procedures.
- To work with and oversee the Company Secretary ensuring the Board is advised on issues of governance, conduct, rules and financial probity and that there are effective procedures in place to protect HYELM's reputation and financial security.
- Take responsibility for ensuring the management of the Membership of HYELM is maintained, including ensuring an accurate list of Members and the proper notification, preparation and management of the AGM.

## Planning and Control

- Ensure all staff have a clear understanding of the Strategic Plan and that their annual work plans align with its objectives.
- Set targets and performance management measures, review and monitor progress and organise resources to ensure successful performance across the organisation.
- Ensure the Risk Register is regularly reviewed, updated and reported to HYELM's Board and lead the assessment of risk and the design and operation of risk management systems.
- Be accountable for ensuring that there is an effective internal audit function in place, which has full access to the Board, and that actions flowing from internal audit reports are properly implemented.

# MAIN DUTIES [CONTINUED]

## Development

- Lead and manage the property development and asset investment decisions in accordance with the Boards Strategic Growth Plans.
- To encourage the provision of new affordable housing to meet the needs of young people, including defining the optimum location and standards for suitable housing developments.
- To liaise with local authorities and funding bodies to obtain the necessary support for HYELM's aims and foster relations with other partner organisations to grow the organisation.
- To investigate and recommend appropriate strategies for delivering the growth of and investment in the organisation's property portfolio.
- To monitor and respond as necessary to the wider economic, social and political context within which HYELM operates, thus contributing to the sustainability of the organisation.
- To engage with developers, registered providers and investors to progress enquiries and formal expressions of interest to a successful conclusion.
- Under the direction of the Board, to procure advice and assist in the evaluation of available development options.

## Operational Management

- To direct and oversee the budgets, staff and resources of the organisation.
- To oversee the programme of continuous improvement assisted through a process of review, internal audit and resident feedback.
- To oversee the reviews of operational policies.
- To oversee programmes of cyclical and defect works.

# MAIN DUTIES [CONTINUED]

## Health & Safety

- Ensure appropriate provision of health & safety resources, policies and procedures and ensure that statutory requirements are met.
- Sign off reviews of policies and procedures in relation to health & safety.
- Ensure team members for whom you have responsibility understand their individual responsibilities as they relate to health & safety. Provide regular training and guidance on health & safety issues.
- Oversee the completion of risk assessments and associated action plans.
- Ensure that all potential and real hazards are reported and dealt with immediately.

## General

- Attend regular 1:1 and annual appraisal meetings with the Chair and provide feedback on operational performance, strategic and other issues that relate to the organisation at these meetings.
- To represent HYELM at all relevant external forums and act as spokesperson for the Organisation.
- To ensure HYELM maximises its profile with stakeholders and in the media.
- Ensure HYELM's website content is complete and regularly updated.
- To consider and promote sustainability in all aspects of HYELM's work including governance, maintenance and development.
- Undertake any other duties commensurate with the grade as may be specified from time to time.