

# MANAGING DIRECTOR JOB DESCRIPTION

<b>Job Title:</b>	Managing Director (MD)
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<b>Reports to:</b>	Chair of Certsure LLP
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<b>Date:</b>	June 2021
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## Job Purpose

The MD will provide leadership, direction, coordination and delivery of all activities of Certsure LLP in accordance with the strategy agreed by the Members of the LLP. With the members, the MD has responsibility for the development of the strategy and ultimate responsibility for the execution of the strategy against the operational plans and budget.

## Dimensions

To support the LLP Members in the development of the Certsure business and responsible for approximately 320 employees and the budget of an organisation with a turnover of £35-40 million. The role involves attendance at LLP Board meetings.

## Duties and Responsibilities

### Strategy development and implementation

- Support the Members of the LLP in the development of strategic plans for Certsure.
- Successfully implement Certsure's strategy on behalf of the Members of the LLP.
- Develop and implement operating plans and budgets for each of Certsure's business units and central functions.
- Initiate tactical reviews when performance warrants it.

### Leadership

- Support the Members in the development of relationships between partners and stakeholders.
- Communicate the organisation's strategy and vision in a compelling way through all levels of the organisation and, where appropriate, with key stakeholders.

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- Build and maintain a high performance culture through effective performance management, communication and coaching.
- Lead the Senior Leadership team, agreeing their objectives and priorities and providing on-going feedback and coaching
- Provide clear leadership and promote and foster a team culture consistent with Certsure's values.
- Make recommendations for executive recruitment and pay to the Chair of Certsure Board and the Remuneration Committee.

## External Relations

- Ensure that the organisation is presented in a positive manner to relevant stakeholders.
- Ensure appropriate liaison with the ESF and ECA in all matters of mutual interest.
- Support the Certsure Board in policy making for Certsure.
- Promotion and development of Certsure's brands.

## Business Development

- Focus on enhancing the core schemes so that they reflect the technical excellence of the brand(s).
- Present a well-constructed business case to the Board for any new opportunities.
- Maintain existing partnerships and build new opportunities for Certsure LLP.

## Operational management and control

- Produce budgets and reports for the Board in conjunction with the Finance Director and the rest of the Senior Leadership Team.
- Ensure all targets as set by the Board are achieved or any variances adequately explained.
- Suggest remedial action where necessary and to inform the Board of any significant changes to the performance of Certsure/strategic direction of Certsure.
- Implement appropriate and satisfactory systems for monitoring Certsure's performance against plans and budgets.
- Put in place an effective system of control throughout Certsure, covering non-financial as well as financial controls.

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- Ensure that Certsure complies with corporate governance, all applicable legal and regulatory requirements and, where appropriate, best practice.
- Ensure that appropriate standards of conduct are established and complied with.
- Manage risk across all the Certsure activities, in this context risk also includes H & S policy changes and accreditation.
- Provide an agreed system for financial management reporting.
- Ensure that a system is in place for effective communication with all employees.
- Monitor the external environment and provide insight and recommendations to the Board on responses that may be required.
- Have oversight and be prudent in the use of Certsure assets.

## Spokesperson

- Be a spokesperson for the organisation, when appropriate.
- Promote Certsure products and services through a variety of communication activities.

## Person Specification (essential)

- Educated to degree level or equivalent experience
- Demonstrable leadership skills
- Excellent business acumen
- Experience of developing and implementing strategy of multi divisional organisations
- Excellent communicator at all levels
- Experience of managing sizeable budgets
- Ability to inspire and engage people, maximising their enthusiasm, commitment and ability to deliver business performance.
- Ability to work collaboratively across all areas of the business.
- Delivers and encourages a high-performance culture.
- Ability to coach and mentor people, helping them to become the best that they can be.