



**Job Description:** LSE Students' Union (LSE SU) Chief Executive

**Accountable to:** LSESU Trustee Board

**Location:** Central London

**Purpose of the Job**

The CEO is the head of the staff team of LSESU and its subsidiary companies; responsible for driving forward and developing the organisation in line with the strategic framework agreed by the board of trustees.

**Key Responsibilities**

- Lead LSESU, developing and delivering the organisational strategic direction
- Overall responsibility for financial performance, legal compliance, and reputation.
- Overall responsibility for staff across a range of diverse departments, including Student Voice, Student Communities, Marketing and Communications, Trading, Finance and HR.
- Empowering and supporting Student Officers to achieve their priorities
- Ensuring agreement there is a collaborative and constructive relationship between the London School of Economics and Political Science and the Students' union

## **Key Areas of Responsibility**

### **Strategic Leadership**

1. Work with the Trustee Boards, elected officers and Senior Management Team to deliver leadership, vision and strategic direction in accordance with the democratic structures as outlined in the constitution.
2. Develop, implement, monitor, and regularly review strategic plans for each Union that meets the vision and values of the Union, ensuring that stakeholders are involved as appropriate.
3. Lead on developing and maintaining effective relationships with the university and act as an organisational ambassador and point of contact for external organisations.
4. Responsible for ensuring effective research, support and advice are available for the key decision-making bodies of the Unions, such as Trustees, officers, committees, etc.
5. Lead the development of a Union-wide culture that is committed to achieving excellence, particularly in regard to service excellence for our members.

### **Governance**

1. Responsible for operational and strategic risk management across the organisation.
2. Work with the Boards of Trustees, particularly the Chairs of the Board, to ensure the Unions' governance arrangements are effective, robust and adhered to.
3. Provide the highest level of support and guidance to enable the Trustee Boards to be high performing and meet their legal duties.
4. Lead the effective management and legal compliance of the day to day running of each Union's services.
5. Responsible for ensuring that the Equalities Act (2010) is adhered to for improved, member-focused services.
6. Ensure that all areas of the Unions comply with Data Protection Act (1998) legislation and that relevant staff are aware of Data Protection requirements.

## **Financial and commercial management**

1. Responsible for the overall financial, resource and asset management of the Unions, ensuring the long-term financial sustainability of the organisations.
2. Responsible for maintaining the commercial viability of the organisations and actively developing other income streams.
3. Ultimate responsibility for finances providing regular reports to the Trustees and management team.
4. Lead on negotiating the annual subvention and grants with key members of the university.
5. Ensure that the voice of students is heard, felt and embedded within the culture at the Students' Union and embedded into operations and strategic planning

## **People**

1. Own, develop and promote a positive culture within the staff team at LSESU.
2. Ensure that staff engagement and morale are developed and maintained.
3. Lead and inspire the staff and volunteers of the Students' Union to be high performing and dynamic, encouraging a culture of learning, development and change to meet the needs of the student membership and the Union.
4. Lead employees to deliver the Union's aims and objectives with the standards of behaviour and performance expected of them.
5. Responsible for ensuring that the Equalities Act (2010) is adhered to in employment
6. To provide leadership, performance management, direction and coaching for direct reports.

## Person Specification

CRITERIA	Application	Interview
<b>EXPERIENCE</b>		
Experience of successful strategic leadership and a track record of leading the formulation and delivery of high-quality services and/or outcomes.	√	√
Experience of role modelling inclusive leadership behaviours with tangible evidence of actions taken to make a service/project/workplace more inclusive and equitable.	√	√
Experience of effectively influencing, engaging, and communicating with a wide range of diverse stakeholders at all levels.	√	√
Demonstrable record of embedding a member, customer or client-focused culture, and leading multi-disciplinary teams to achieve significant improvement and outstanding results.	√	√
Experience of leading successful and innovative change processes.	√	√
Evidence of formulation and implementation of strategic plans that have delivered identifiable outputs linked to stakeholder/membership expectations.	√	
Proven track record of successful financial management including management of substantial budgets, interpretation of complex financial information and business planning, and proven commercial acumen.	√	√
<b>KNOWLEDGE &amp; SKILLS</b>		
Exceptional interpersonal skills and demonstrable emotional intelligence, with the ability to relate to, motivate and build trust and confidence with people at all levels		√
Effective coaching skills, with a supportive approach to creating high performing teams and knowledge of best practice in people and talent management.		√
Effective communication skills both oral and written with experience of drafting and presenting reports, making presentations on complex issues to a range of audiences.	√	√
Knowledge of current relevant legislation relating to Students' Union e.g.; charity law, company law, employment law, 1994 education act, GDPR and health and safety.		√
Ability to formulate development plans for services and activities.		√
Ability to operate effectively in a democratic environment, with the political skills and acumen to develop productive relationships with Trustees and elected officers, building trust and confidence.		√
Sound judgement and ability to handle competing priorities and a challenging workload in a pressurised environment.	√	√
<b>VALUES AND ETHICS</b>		
Desire to work within a democratic student led environment		√
Understanding and commitment to equal opportunities		√
Visionary, creative, and innovative strategist		√
Desire to work within organisation servicing a culturally diverse membership		√
A positive, solution focused leader – able to make 'tough' decisions; determined and resilient, able to cope with the demands of the role		√
An excellent role model who promotes high standards of ethics, integrity, and honesty		√