



## Union of Students' Chief Executive Job Description

### **Job Title**

Chief Executive

### **Responsible to**

The Board of Trustees of the Students' Union

### **Job Summary**

The Chief Executive is the senior member of staff at the Union of Students' (UOS) and is the principal advisor to the Students' Union Officer Team and Board of Trustees. Under the direction of the Board of Trustees, the Chief Executive is accountable for the management, development and longer-term sustainability of the Students' Union and for providing the highest level of support to the elected leadership.

The Chief Executive develops and leads on UOS's strategic and financial plans, underpinned by effective operating plans to meet the needs of the membership and internal and external stakeholders. Leading a group of highly qualified managers, professionals and student staff, the Chief Executive ensures that areas of strategic importance are identified and addressed.

Achieving and developing the Mission, Vision and Values of UOS is central to the role, and the effective management of resources should ensure that the organisation is high-performing and operates effectively.

Enhancing the internal and external reputation of UOS, the Chief Executive is expected to network extensively within the University, local community and nationally to forge effective partnerships.

### **Relationships and Contacts**

The Chief Executive is expected to develop, maintain and utilise extensive networks of stakeholders who are beneficial to the organisation.

#### **These networks include:**

- UOS senior staff members and elected leadership (SU Officers).
- UOS full time, part time and student staff.
- University of Derby Senior Management, and in particular the University Senior Management Team.
- Chief Executives and Senior Management in benchmarked Students' Unions.
- National Union of Students.
- MP, Local Council, Residents' Associations and other community stakeholders.
- Key suppliers and contractors.



## Main Responsibilities

### Strategic Leadership

1. Provide effective and visible values based leadership.
2. Ensure that the strategy which is in place and any future strategy will meet the charitable objectives of the Union.
3. Lead the development and delivery of long-term strategic planning to involve Trustees, Student Officers, staff, members, and other stakeholders as appropriate.
4. Ensure that strategic plans are linked to a viable long-term financial strategy
5. Ensure the delivery of high-quality services to help support an excellent student experience.
6. Ensuring that the Students' Union has a coherent approach to creating a positive reputation and relationship with the University, members and the local community.

### Governance

1. To lead and manage the Students' Union for and on behalf of the Board of Trustees.
2. Support the elected leadership to review, implement and improve governance and democracy, ensuring the membership are at the heart of UOS.
3. Ensure the Values and Policies of UOS are reflected in all aspects of the organisation.
4. Responsible for policies and practices regarding Health and Safety and ensuring they are adhered to by staff and student groups.
5. Manage effective relationships with Trustees, University personnel and other major stakeholders.
6. Ensure compliance with the charity commission as well as legal and financial requirements in accordance with organisation, statutory and policy requirements.

### Finance

1. Propose the annual budgets for UOS, for agreement by the Board of Trustees.
2. Responsible for the overall financial, resource and asset management of the Union, ensuring the organisation's long-term financial sustainability.
3. Provide advice and guidance to the Elected Officers and Board of Trustees on financial issues.
4. Ensure the delivery of financial objectives and capital expenditure throughout the year.
5. Responsible for ensuring budget reviews are held with the Board of Trustees and remedial action taken where appropriate.
6. Ensure the effectiveness of financial procedures, policies and controls.



## People Management and Development

1. Responsible for the wellbeing and the overall leadership of UOS staff.
2. Ensure the SLT are given appropriate support and guidance to develop operational strategies for their areas of responsibility.
3. Responsible for developing and managing a high performing team, driving a culture of continuous development
4. Act as the principal advisor in supporting the elected leadership.
5. Develop a learning culture with Officers and staff members at all levels within the organisation.
6. Ensure a People Strategy is adhered to and updated.

## Other

1. With the SU Officers, ensure that UOS decision making is transparent in its dealings and communications with its members and internal and external stakeholders.
2. Ensure the provision of support, advice and continuity of information for the Board of Trustees with particular reference to constitutional and governance issues.
3. Ensure regular benchmarking of practice within and outside of the sector with similar organisations.
4. Provide advice to the Board on environmental and ethical issues, relating to Union resources and services and ensure compliance with legislation.
5. Evening and weekend working and attendance at conferences and other external events is occasionally a requirement of the role.

This job description is not exhaustive, and the post holder will be required to complete activities as reasonably required.



<b>Person Specification:</b>	<b>Application</b>	<b>Interview</b>	<b>Essential / Desirable</b>
<b>EXPERIENCE</b>			
Experience of successful strategic leadership and a track record of leading high-quality services within an organisation of similar complexity.	√	√	E
Experience of role modelling inclusive leadership behaviours, with tangible evidence of staff satisfaction.	√	√	E
Experience of leading complex long-term projects to fruition.	√	√	E
Proven track record of successful financial management including management of substantial budgets, with the ability to analyse services/activities in terms of costs, value for money, market context and impact on customer/user	√	√	E
Experience of effectively influencing, engaging, and communicating with a wide range of diverse stakeholders at all levels to deliver impactful and successful change.	√	√	E
Experience of delivering services that generate income and a high satisfaction rate.	√	√	D
Evidence of developing and implementing strategic plans aligned to stakeholder expectations.	√		E
Experience with/on boards, committees or other governing bodies	√	√	E
Experience of role modelling inclusive leadership behaviours with tangible evidence of actions taken to make a service/project/workplace more inclusive and equitable.	√	√	E
<b>KNOWLEDGE &amp; SKILLS</b>			
Interpersonal skills and demonstrable emotional intelligence, with the ability to relate to influence, motivate and build trust and confidence with people at all levels.		√	E
Effective coaching skills, with a supportive approach to creating high-performing teams.		√	E
Good verbal and written communication skills.	√	√	E
Knowledge of GDPR regulations, employment law, and health and safety legislation.		√	E
Knowledge of relevant legislation e.g; charity law, company law and the 1994 education act.		√	D
Sound judgement and strategic thinking with the ability to navigate multiple sensitive issues at any one time.		√	E
Ability to operate sensitively and effectively work with the membership and elected officers		√	E
Commercial acumen and skill in leading innovative revenue generating projects		√	E
<b>VALUES AND ETHICS</b>			
Desire to work within a democratic student-led environment.		√	E
Willingness to support own and others' continuous personal and professional development.		√	E
Visionary, creative, and innovative thinker.		√	E
An excellent role model who promotes high standards of ethics, integrity, and honesty.		√	E
Capable of remaining calm and effective under pressure and demonstrate a high level of resilience.		√	E
Ability to deal with confidential matters and act with discretion		√	E



### **Overcoming imposter syndrome.**

'Imposter syndrome' is the phrase often used to describe disbelief in one's accomplishments, doubting their legitimacy or whether they are truly a result of personal effort or skill.

Many superb candidates possessing extensive knowledge and experience often find themselves on the verge of applying for a position, such as this one. Yet, they pull back, due to self-doubt and the fear of not ticking every box. Ironically, these individuals often do possess the necessary skills and would be an ideal fit for the role.

Everyone has a unique skill set and set of experiences that make them who they are. We welcome applications from those looking for challenge and growth within this role. We are committed to supporting the right candidate to fulfil their potential.

You can view a helpful blog post on overcoming imposter syndrome here: <https://www.peridotpartners.co.uk/imposter-syndrome-can-you-ever-really-overcome-it/>