|  |
| --- |
| **ROLE TITLE: Managing Director/Chief Executive** |
| **EMPLOYER: Arch Corporate Holdings**  **RESPONSIBLE TO: Board of Directors and Chief Executive of Northumberland County Council**  **RESPONSIBLE FOR: Senior Leadership Team** |
| **PLACE OF WORK: Ashington Workspace** |

|  |  |
| --- | --- |
| **Role Purpose** | * To propose the strategic direction and priorities of Arch, the Northumberland Development Company, to enable economic development, regeneration and housing market renewal throughout the county of Northumberland. * To ensure that the goals, direction and strategy of Arch are aligned with the Corporate Plan and priorities of Northumberland County Council. * To be accountable for the general management and performance of Arch Group and its subsidiaries through the operating agreement with the Council, and develop a strong and successful regeneration and development agency. * To be responsible for setting and leading the annual business planning cycles encompassing the development and creation of new business opportunities. * To act as the public face of the company and interact with government, business, public leaders and organisations of all kinds. * To provide leadership and direction to the Arch Senior Management and Operational Management Teams and all Arch employees. |
| **Dimensions** | * Using the assets of the company to deliver housing led regeneration through the construction or acquisition of quality homes in priority areas. * Arch will act on behalf of Northumberland County Council and other partners, delivering regeneration schemes and attracting inward investment to Northumberland. * £390 Million investment portfolio * Delegated spending authority of up to £250,000.00 |
| **Principal Duties** | * Develop and deliver a corporate strategy with a rolling annual business plan which will complement the Northumberland County Council’s regeneration and economic development strategies, reporting to the Board on a regular basis progress against the strategic and annual business plans. * To develop an organisational structure and establish processes and systems to ensure the efficient organisation of resources to include the development of performance contracts and appraisals. * Ensure robust management, succession and development plans are in place and presented to the Board from time to time. * Lead the Senior Management Team (SMT) of property development professionals and management executives, to drive the business plan and leverage investment and engage in joint ventures with private sector partners. * To gain the confidence of investors and businesses in support of economic development and the creation of sustainable communities and regeneration in the county of Northumberland, to enhance the prosperity and wellbeing of its people, communities and businesses. * Development and maintenance of an effective risk assessment and professional advisors framework for the Group and its subsidiaries. * Maintain a robust financial and performance reporting process for monitoring and reporting. * Lead the day-to-day operations of the company, through the Arch Operational Management Team and ensure that the personnel/resources, structure, processes/systems and compliance are in place and ‘fit for purpose’ to fully meet both strategic and operational requirements. * Working with the Board to ensure that the highest standards of governance are implemented and adhered to. * Take a leadership role in establishing and developing the company’s culture and values, ensuring that there is a fit between strategy and culture, and the company’s processes and structure. * Establish a close relationship of trust with the Board Chair reporting key developments, seeking advice and support as appropriate and in a timely manner. |
|  | |
| **Planning and Organising** | * Establish an integrated business model as set out in the Corporate Strategy. * Apply self-motivation and prepare to approach activities with a proactive approach. |
| **Commercial Awareness** | * Maintain an effective political antennae and translate the impact of external factors to the operational function of Arch. * Represent an astute awareness of commerciality and apply effective negotiation skills to achieve objectives. * Develop an understanding of the challenges and issues faced by the communities served by the Arch Group and drive the programmes of work to reflect key priorities. * Understand effective financial stewardship and general management. * Attract private sector investment in business and property, and support the regeneration of struggling places and disadvantaged neighbourhoods. |
| **Working with Others** | * Develop effective partnerships and work successfully with both public and private sector partners. * Lead and direct the senior management team, including the setting of objectives, development and succession plans and on-going performance management. * Establish an effective working relationship with the County Council and develop strong partnerships with the HCA, the North East Local Enterprise Partnership (NELEP), local/regional development partners and others. |
| **Knowledge and**  **Development** | * Educated to degree level or equivalent. * Relevant postgraduate or professional qualifications relating to economic development, housing or physical development and regeneration. * Thorough understanding of regeneration and the financial models associated with regeneration projects. * Thorough knowledge of development processes and delivery. * Demonstrable track record of successful project delivery both revenue and capital. * Significant experience at strategic/executive level and experience of reporting to a Board. * Develop innovative ideas and establish a proven track record of putting ideas into practice. |
| **Customer and Quality Focus** | * Demonstrate resilience and sound judgement with the ability to remain positive and focused whilst operating in a high pressure environment. * Grow Arch’s asset base and optimise the performance of its residential and commercial property portfolios. * Help create prosperous, attractive, sustainable communities throughout Northumberland. * Promote enterprise and support business growth. |
| **Communication and Influencing** | * Provide leadership and direction to the Arch Senior Management and Operational Management Teams and all Arch employees. * Use excellent influencing and communication skills to promote messages to a wide range of audiences. * Be a visionary with good communication and presentation skills and be able to motivate employees, teams and departments. * Act as the public face of the company and interact with government, business, public leaders and organisations of all kinds. * Identify and consider new strategic partnerships to support regeneration strategy. |

|  |
| --- |
| The information contained within the role profile provides a summary of the principle duties and responsibilities associated with the post. The role profile may change to meet operational demand and business needs, and any material change will be subject to discussion and consultation.  All role profiles, and the associated duties, are bound by the Arch People and Corporate Policies. |