



JOB DESCRIPTION

Job Title:	Chief Executive
Responsible to:	Management Committee, Southside Housing Association Ltd
Reporting to:	Management Committee
Hours:	35 per week
Salary:	EVH Grade 10, SM29-31, £82,908-£85,681 (pay award pending from 1st April 2022)

OBJECTIVES OF THE POST

The post of Chief Executive will provide leadership to the staff team and guidance to the Association's Management Committee in meeting all of the Association's operational and strategic needs. The post holder will ensure that the Association meets all its statutory, legal, financial, regulatory and good practice obligations.

PRINCIPLE DUTIES

Leadership

Provide innovation, inspiration and motivation to staff and Management Committee members in developing shared visions and missions within the organisation's strategic business, financial and performance related frameworks.

Develop with the Management Committee a set of shared values that will influence all aspects of the Association.

Provide leadership and direction to the Senior Management Team and all staff to deliver growth and development of the organisation in a co-ordinated manner.

Lead the staff team to achieve high levels of performance, and excellent service standards.

Strategy

Provide direction and leadership in the development of the Association's strategic vision and priorities.

Ensure the Association has a clear planning framework including Business Plan, Development Plans and annual delivery plans.

Ensure the efficient and effective implementation of policies established by the Management Committee

Ensure that the Association operates consistently and responds proactively to changes in the legal and policy framework.

Governance

To ensure that the Management Committee and Senior Staff meet the highest standards of Governance in accordance with the Association's policies, regulatory obligations, relevant legislation and best practice.

To ensure that the Management Committee is well informed in all of its decision making.

To support the Management Committee in appraising its performance and assist the Management Committee members, individually and collectively in their development, to ensure that the Association meets the highest standards in its decision making.

Provide guidance and assistance to the Management Committee in appraising all aspects of the Association.

Service Delivery

Ensure the Association delivers excellent service to all customers.

Ensure that the Association sets clear standards and has ambitious targets for measuring performance.

Ensure that there are clear and well managed systems of redress for customers.

Ensure that the Association is effectively resourced to meet all its service delivery commitments.

Ensure the Association meets the requirements of the Scottish Social Housing Charter and that our performance against the Charter outcomes are reported to our tenants.

Risk Management

Drives an organisational culture of continuous business improvement and customer service excellence through innovative and creative service delivery.

To ensure that the Association is prudent in managing all potential financial, operational and strategic risks.

Ensure that the Association has robust systems in place and is appropriately resourced to deliver high quality services while maintaining long term financial viability.

Staffing and Employment

Ensure the Association's Management Committee meets all its obligations as an employer.

To assess and advise the Management Committee on the efficiency and adequacy of staffing levels and structures.

Ensure that staff performance and outputs are regularly reviewed and that there is a clear process for staff development in place.

Ensure staff meet the highest standards in terms of conduct and professional standards.

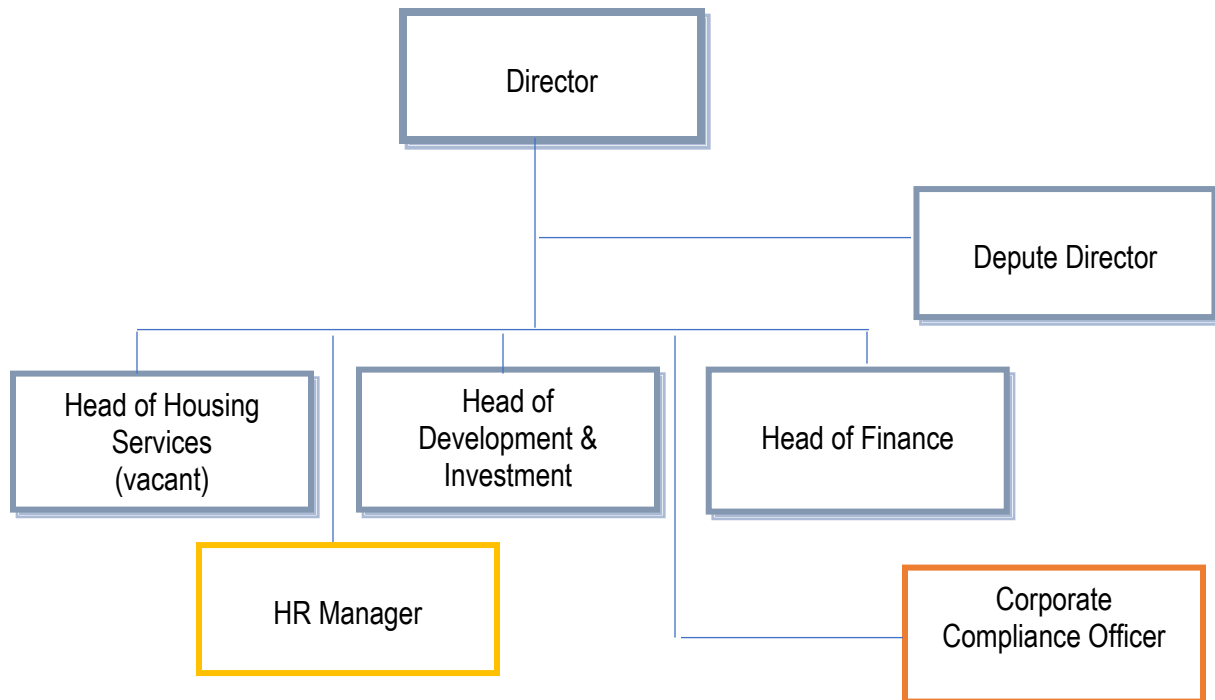
Partnership Working

To work closely with internal and external partners and stakeholders to sustain and develop existing neighbourhood organisations and projects.

Develop positive relationships with key stakeholders including tenants, customers, Glasgow City Council, regulators and the Scottish Government.

To represent the Association to outside bodies.

Position in Structure:



Reward, incentive, conditions:

EVH Grade SM29 – SM31

35 hour working week over 5 days a week, Monday to Friday 9.00am – 5.00pm.

Salaried position with 25 days annual leave plus 15 days public holidays. Pro Rata

Company pension scheme.

Person Specification: separate document

Any special circumstances or planning issues:

Job Holder:

Issue Date: