



## PERSON SPECIFICATION

### Chief Executive

This person specification is intended to ensure that recruitment is as fair and objective as possible, thereby reducing the possibility of direct and indirect discrimination in recruitment and selection.

CRITERION	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS and TRAINING</b>		
• Degree or relevant professional qualification, or equivalent through relevant experience	✓	
• Current membership of related professional body	✓	
• Evidence of further professional development as a business leader	✓	
• Management qualification or training		✓
<b>PREVIOUS EXPERIENCE (PAID and/or UNPAID)</b>		
• Consistent track record of achievement at Chief Executive or other senior executive position or Management Committee level within a successful, customer-focused, regulated organisation similar to Southside HA	✓	
• Commercial business acumen and financial management experience with demonstrable experience of embedding strong and sustainable corporate governance, financial stability and growth	✓	
• Successful track record of effective partnership working and networking at the highest levels, with key stakeholders, including regulators, central government, local government, communities and commercial businesses	✓	
• Minimum of five years' senior management level experience	✓	
• Extensive experience of leading effective change programmes with employee, customer and stakeholder engagement, involvement and collaboration	✓	
• Strong track record of building and managing effective relationships with Management Committees, customers, partners and stakeholders	✓	
• Non-executive director experience – to reflect both aspects of governance issues, challenges and responsibilities or experience of effective working with a voluntary Management Committee or Management Committee		✓
• Experience in the development of new build housing		✓

• Experience of identifying, analysing and progressing strategic opportunities to facilitate growth	✓	
• Experience of leading the preparation, promotion and implementation of business plans and other planning documents	✓	
• Strong grasp of financial frameworks and funding mechanisms, experience of budget management and an appreciation of the risks associated with property, asset management and investment		✓
• A strong leader with high standards of integrity and fairness with proven achievements in motivating and empowering people	✓	
• Strong commercial acumen and a clear customer focus	✓	
• Creative and collaborative approach to problem solving and service development	✓	
• First class verbal and written communication skills including report writing, presentation, and public speaking abilities	✓	
• Networking, persuasion and negotiating skills and an ability to promote Southside HA and influence key stakeholders	✓	

### SKILLS and ABILITIES

• Ability to act as a valued ambassador for Southside HA in interactions with colleagues, Management Committee members, customers and other stakeholders	✓	
• Leadership skills to inspire and motivate the Senior Management Team and staff to deliver service excellence	✓	
• Strategic thinker and planner with a compelling vision for Southside HA	✓	
• Innovative, with the ability to identify and exploit business opportunities as they arise	✓	
• Ability to lead mergers and acquisitions through to successful completion and integration		✓
• Good diplomacy, negotiation and interpersonal skills with the ability to build positive and effective relationships with colleagues, Senior Management, Management Committee members, contractors and external contacts	✓	
• Excellent organisational and planning skills to cope with a varied workload and the ability to handle change and prioritise work accordingly	✓	
• Ability to work under pressure and prioritise work to meet strict deadlines, use initiative, make judgements and take decisions	✓	

### KNOWLEDGE

• Knowledge of housing policy, statutory frameworks and Regulatory Standards for Registered Social Landlords	✓	
• Knowledge of wider role community regeneration and social policy or experience in delivery of community support initiatives		✓
• Sound understanding of multiple governance frameworks and group structures including charitable status and Companies House legislation	✓	
• Awareness of organisational culture as the platform for underpinning organisational performance	✓	
• Knowledge of landlord safety compliance	✓	

## VALUES AND ATTITUDES

- Motivated, enthusiastic and self-starting with a commitment and drive for organisational improvement ✓
- Committed to ensuring high standards, efficiency and outstanding customer service ✓
- Committed to values of openness, accessibility, honesty, integrity, respect for tenants, colleagues, Management Committee members, responsiveness to tenants and local needs ✓
- Confident in own skills and abilities and able to work as part of a team or on own initiative ✓
- A strong commitment to working at a neighbourhood level and encouraging tenant and community members to participate ✓

## OTHER REQUIREMENTS

- Available to attend monthly Management Committee meetings and other occasional meetings out with normal working hours ✓
- Resilient, robust, confident and determined, but self-aware, demonstrates humility and committed to addressing areas for development ✓
- Alignment with the ethos and values of Southside HA and the social housing sector, including principles of involvement, equality and social justice and advanced political awareness ✓
- An effective decision maker with experience of using sound judgement within constrained timescales and resources in a pressurised and regulated environment ✓
- Demonstrates drive, determination and resilience and a commitment to excellence ✓
- Demonstrable commitment to equality and diversity, human rights, social justice and empowerment of communities ✓

## KEY RELATIONSHIPS

- Tenants and other customers
- Chair of the Management Committee
- SFARS Board, Sub Committees
- Senior Management Team
- Management Team
- Partner Agencies and Stakeholders
- Appointed Consultants
- SFHA, GWSF, EVH and other representative bodies
- Local elected members, MSPs, MPs
- Scottish Government
- Glasgow City Council and Glasgow Health and Social Care Partnership
- Scottish Housing Regulator
- Lenders

## SPECIAL CONDITIONS

- You will be expected to undertake activities out with working hours e.g. Management Committee and sub-committees, training or critical incidents/emergency situations that may arise.
- To undertake training as necessary to maintain high standards in the quality of work as outlined in the Job Description and as identified in the personal development process.

- Ensure Health and safety regulations are adhered to and the full staff team and volunteers are fully cognisant with relevant regulations.
- To actively promote the Equality and Diversity Policy and practice in all aspects of the job role as it relates to Management Committee, staff, volunteers, tenants, service users, contractors, consultants and external agencies.
- The post holder must work in accordance with the Association's performance standards, core values, behaviours and any instructions and/or training received.
- The Job Outline is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required from time to time to undertake such other reasonable duties as may be required by the Chair or Management Committee