

The Role and Responsibilities of the Chief Executive Officer

Responsible to: The Chair and Board of Directors

Responsible for: Leading the staff team in the successful, effective delivery of the current four-year plan and beyond. Advising the Board on the strategic direction of the company, fully utilising and managing available resources.

Key tasks will include:

- To formulate and propose to the Board for approval, a corporate strategy for **scottishathletics** which is directed towards the growth and operation of the business, and to successfully communicate and implement that strategy;
- To be accountable for the overall performance of **scottishathletics** and to lead the positive development of the organisations culture and vision;
- To represent, and be the main spokesperson for **scottishathletics** with government, regulatory authorities, **sportscotland**, UKA, other SGBs, media, members, public and all other stakeholders;
- To target and initiate partnerships with other organisations and to maintain and develop relationships with all stakeholders;
- To develop and maintain an environment that attracts, retains and motivates good quality staff, and through this develop an organisation that is continually seeking ways to improve its performance;
- To ensure an appropriate structure for **scottishathletics** and its management;
- To ensure appropriate and satisfactory systems are in place for evaluating and monitoring the success of the organization;
- To develop and implement the annual operating plan;
- To oversee the annual budget and negotiate targets, both financial and quantitative, and ensure their attainment, challenging performance levels where necessary;
- To identify risks and take remedial action where necessary and to inform the Board of any significant issue or changes;
- To prepare Board papers and attend and contribute at Board meetings;
- To support all Board members to carry out their responsibilities and identify potential Board members for succession planning.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	Educated to degree level or equivalent Full, clean driving license	Post graduate or equivalent qualification in a management subject
Work and other experience	Influencing, negotiating, and sustaining relationships Human resources and line management expertise Financial analysis and budget management Corporate governance	Proven project experience Accomplished in creating and successfully negotiating sponsorship opportunities An understanding of a sporting performance environment

	Experience of effective strategic and operational leadership in a senior management role	
Skills	<p>Ability to get up to speed quickly on new issues and to make sound judgements on them</p> <p>Has a can-do, problem-solving attitude with strong influencing skills</p> <p>Ability to inspire confidence and create trust</p> <p>Ability to plan own workload and to delegate effectively</p> <p>Ability to work well under pressure</p> <p>A high level of commercial acumen</p> <p>Excellent interpersonal and communication skills</p>	
Disposition and Personal qualities	<p>Sociable personality</p> <p>Enthusiastic, focussed, trustworthy and reliable leader</p> <p>Tactful and diplomatic maintaining confidentiality at all times</p>	A keen interest in Scottish athletics

Application Process

Candidates should apply with CV and covering letter, marked “private and confidential”, to Francesca Snitjer (or emailed to francesca.snitjer@scottishathletics.org.uk) at

scottishathletics Limited
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

An equal opportunities form should also be completed and returned.

The closing date for application is **noon on Friday 23rd September 2016** with interviews taking place on Monday 10th October 2016.

Applications received after the closing date will not be considered.

scottishathletics is an equal opportunities employer.