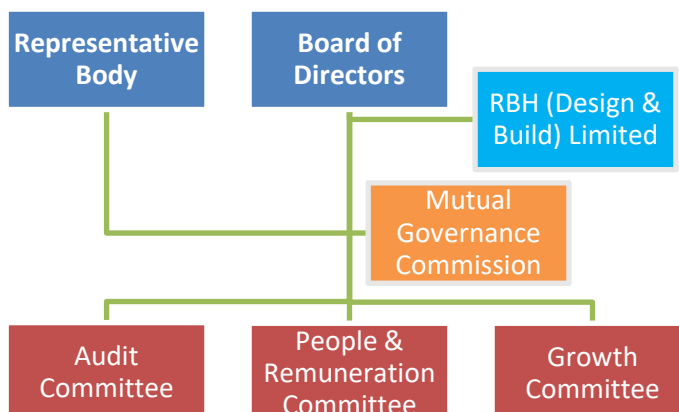


ROLE PROFILE FOR: EXECUTIVE DIRECTOR

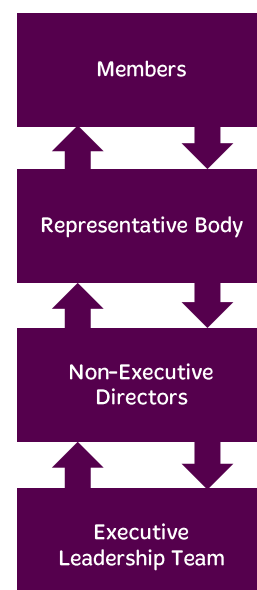
Service Area:	Board
Grade:	Executive Director on Board.
Hours of Duty:	<ul style="list-style-type: none"> At least 4 Board meetings a year and associated meeting preparation, 2 Joint Board / Representative Body meetings a year, 1 Away Day per year
<i>* Number of hours fluctuates depending on frequency of meetings</i>	The Chief Executive and Director responsible for finance will attend Representative Body and Committee/Commission meetings in their capacity as the Chief Executive and Director responsible for finance, not as Executive Directors.
Special requirements:	Responsible for own transport arrangements to RBH events – reasonable expenses will be paid in line with the Employee Expenses Policy.
Workflow & Project Information:	Generally 60 % based in meetings, with 5 % of time out on visits and 35 % on report reading and correspondence with Board members.
Resources:	Responsible for RBH group budget and providing leadership to the Executive Team and employees; approximately 545 employees, 12,700 RBH homes and properties, 15,000 tenants.
Job Purpose & Outcomes:	Strategic oversight, leadership and delivering effective governance of the society in collaborative partnership with the Representative Body.

How this post fits within the team:

RBH Group Structure



RBH Governance Structure



ROLE PROFILE FOR: EXECUTIVE DIRECTOR

Main areas of work:

Overview

- Provide appropriate oversight, governance and leadership to Rochdale Boroughwide Housing (RBH) in the pursuit of its strategies.
- Scrutinise the performance of the Society in meeting agreed goals and objectives and monitor the reporting of performance.
- Ensure the integrity of financial and other information, and that systems of risk management are robust and defensible.
- Ensure that mutual nature of RBH and its values and principles underpin Board discussions and decision.
- Ensure a clear perspective of the Society's business activities is presented to the Board, providing clarity to Non-Executive Board Members where necessary.

Values and Culture

- Upholding the Culture and Values of RBH by example and ensuring that RBH Culture and Values are reflected in Board discussions and decisions and promoted throughout the Society.
- Safeguarding RBH's mutual status and ensuring that the ethos of mutuality is reflected in RBH's work.
- Ensuring that the Society promotes equality and diversity for all its tenants, employees and other stakeholders
- Ensuring RBH meets its commitments to members and tenants and ensuring the interests of stakeholders and members are central to Board discussions.

Relationships

- Providing vision to RBH; allowing it to capitalise on its unique position as a mutual society.
- Building and maintaining close relations with the Representative Body, RBH members and stakeholder groups to promote the effective operation of activities.
- Work as member of the Executive Management Team (EMT) to deliver on the Board's priorities, raising EMT concerns with the Board where necessary.
- Working with partner organisations to ensure the effective delivery of services.

Strategy & Performance

- Analysing and contributing positively to the strategic development of RBH and other material/significant issues facing the Society.
- Establishing clear objectives to deliver the agreed plans and strategy and regularly review performance against those objectives.
- Ensuring the effective implementation of Board decisions by the Executive Management Team and all employees.

ROLE PROFILE FOR: EXECUTIVE DIRECTOR

Stewardship

- Demonstrating, and being accountable for, the performance of the society in the delivery of the aims and objectives of the corporate strategy and reporting this to the Representative Body.
- Ensuring the long term sustainability of RBH.
- Ensuring the Board of Directors sets challenging objectives for improving performance.
- Ensuring that RBH complies with its loan covenants, constitution and any other applicable legislation and regulations.
- With the assistance of the Secretary, promoting the highest standards of corporate governance in compliance with regulatory requirements and best practice, where appropriate.
- Maintaining the financial viability of RBH and ensuring the best use of financial and other resources in order to maximise the success of RBH.
- Ensuring that financial controls and systems of risk management are robust and that the Board is kept fully informed through timely and relevant information.

Board Activities

- Participating fully in the work of the Board, ensuring the corporate responsibility of the Board of Directors.
- Working co-operatively with other Non-executive and Executive Directors of RBH.
- Liaising and co-operating with, and being accountable to, the Representative Body, and having due regard of their opinions, as appropriate and ensuring they are reflected in Board discussions.
- Participating in any Board induction, training and evaluation identified as an individual.
- Working with other Directors on the annual performance evaluation of the Chair, as required.
- Undergoing an individual and Board performance appraisal, and attending any additional training highlighted as a result of the evaluation process.
- Uphold the highest standards of integrity and probity, adhering to the Board Code of Conduct.
- Safeguarding the good name and reputation of RBH.

Competencies:

There are 2 Technical competencies, 1 Personal competency, 4 Leadership competencies and 8 Organisational competencies for this role. These are in addition to the responsibilities contained within their employee job descriptions.

Technical competencies (knowledge and skills):

We are looking for:

- Understanding and acceptance of the legal duties, liabilities and responsibilities of Board Members;
- Sound knowledge of corporate governance.

ROLE PROFILE FOR: EXECUTIVE DIRECTOR

Personal competencies:

We are looking for:

- An ability to assume an independent perspective based upon the legal responsibilities of a Board Member and otherwise from that held for the day to day management of the Society.

Leadership competencies:

We are looking for:

- Strong business acumen;
- Experience of strategic decision making;
- Highly developed interpersonal and communication skills;
- Sound, independent judgement and the courage to stand up for what one believes in.

Organisational competencies:

- Customer Focus – has the commitment to putting customers first and ability to deliver a consistently high quality service
- Communicating & Influencing – the ability to communicate spoken and written information clearly and effectively in a variety of formats with a diverse range of people. Takes account of their views and uses influence where necessary for a productive outcome
- Working Efficiently and Effectively – ensures own and direct reports targets are met. Delivering quality services which offer value for money within agreed timeframes. Being creative and practical in developing new ways of working to improve services for customers and partners
- Team Working – Uses interpersonal skills to work co-operatively with colleagues, internal and external partners, working pro-actively across cultures and organisational boundaries, sharing information, new knowledge, innovation and ideas
- Embracing Change – the ability to plan for, adapt to and work with a variety of situations, individuals and groups. It is having a positive attitude to change and the ability to identify opportunities to improve performance
- Leadership – encouraging, supporting and inspiring others to develop confidence and capability in order to realise their full potential.
- Respect – the recognition and valuing of difference in the broadest sense. It is about creating a working culture and practices that recognise, respect, value and harness diversity for the benefit of the Society and all individuals
- Commitment to the Society – the ability to demonstrate understanding of and commitment to the Society and the services it provides for our communities. It is about working with consistency, integrity, accountability and demonstrating this by being positive and professional at all times