

JOB DESCRIPTION

Executive Officer

Job Summary

Working with Birthrate Plus® Associate's Board, the Executive Officer will provide high-level strategic leadership and management to the company, with a focus on maintaining high standards of service delivery. They will provide effective stakeholder and customer engagement and ensure the efficient and effective use of the company's resources.

Duties

Leadership

- Providing leadership, governance and management of Birthrate Plus® Associates.
- Working closely with the Chair, maintaining strong relationships with the Board.
- Planning, driving and supporting Birthrate Plus® Associates' strategic and Business Plan objectives.
- Representing, advocating, lobbying and building high-trust relationships with senior maternity and workforce leaders and partners in England, Wales, Northern Ireland and abroad at meetings, conferences, national committees, workshops and other fora.
- Promoting, leading and effectively managing change to sustain the company as a learning, accountable, viable, credible and responsive organisation.
- Working with the Chair and Board to ensure the planning and delivery of effective internal and external communications including to the media.

Service delivery

- Establish high standards of service delivery in all aspects of Birthrate Plus® Associates activity, taking prompt action to remedy any under performance and prevent recurrence.
- Ensure that the company is, and is seen to be, responsive to the needs of national, regional and local customers, partners and stakeholders.
- Review and analyse current and anticipated service delivery needs and seek to implement appropriate changes and efficiencies consistent with Birthrate Plus® Associates' high standards of care including opportunities to extend the company's offer domestically and internationally.
- Advise and, where necessary, support the team undertaking Workforce Planning studies, or other aspects of service delivery, to ensure delivery to an agreed timescale.

Governance, audit and accountability

- Ensure the company operates within all legal, governance and regulatory requirements, ensuring that all reporting returns required under legislation, regulation and service contracts are submitted within required time scales.
- Work with the Chair and Board to ensure that the organisation works to its Articles of Association.
- Organise Board meetings to ensure effective accountability and the smooth-running of the company.
- Maintain robust risk identification and management arrangements that are managed, reported, and reviewed effectively
- Ensuring efficient and effective use of company resources.

Financial

- With the Chair, company accountant and company finance staff prepare annual budgets, analyse the risk of its investments and advise the Board on the risk and return of the investments, business structure and market pressures

People management

- Motivate, direct, and support all staff to deliver quality services in line with Birthrate Plus® Associates strategic plan, vision, policies, processes, and governance arrangements.
- Inspire a positive and inclusive team ethos and culture among colleagues, delivering effective and empowered leadership to ensure that all staff are valued and supported including through appraisals and career development planning.
- Ensure good people management practices through the recruitment, induction, development, appraisal, development and engagement of our staff.

This job description is not an exhaustive list of duties.

General

Remuneration – circa £100,000 depending on experience. The company also operates a bonus payment scheme.

Pension arrangements – Birthrate Plus® Associates do not offer a company pension scheme; new staff are enrolled into the Government's Workplace Pension Scheme [NEST]. There is an opt-out for employees to provide evidence of lifetime allowance protection [e.g., certificate from HMRC]. Employees are also entitled to make their own personal pension arrangements if they wish.

Work location -The postholder's normal place of work shall be from their own residence there will be a requirement to attend meetings/forums and travel costs will be re-imbursed. The company pays a homeworking allowance and all necessary equipment will be provided by the company.

Hours of work - This is a full-time role, working 37.5 hours a week. We support flexible working arrangements, with prior discussion and agreement with other members of the Senior Executive Team.

Training and professional development - There will be a planned induction programme and where further support and/or training for the role is identified this will be provided, or sourced, during the probationary period; the postholder is expected to ensure that ongoing requirements are identified, and skills are enhanced during the development and period of holding the role. The company will support the post holder to maintain their registration with the Nursing and Midwifery Council which is a requirement of this role.

Performance management – the appointment is subject to a satisfactory completion of a 6-month probationary period with a further review at 12 months.

Holiday entitlement – 25 days per year plus 8 statutory bank holidays for full time employees. The company holiday year runs from 01 January – 31 December; following confirmation of appointment, and an agreed starting date entitlement will be calculated for the year.

Sickness Pay –the company will pay up to 2-weeks full pay for sickness absence during a 12-month period; after this you are entitled to Statutory Sick Pay.

Data Protection- The postholder will obtain/process/use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and disclose the data only to authorised persons/organisations.

Review of the Role - This is a new role and the Job Description will be subject to review and amendment, in consultation with the postholder, to ensure it meets the changing needs of the company.

Person Specification

Essential

- Midwife registered with the Nursing and Midwifery Council.
- Experience of high-level representation, lobbying, and advocacy in a national role.
- Strong track record of inspiring, managing, and leading staff.
- Experience of change management and service transformation.
- Experience of strategic thinking, planning, and implementation.
- Experience of supporting organisational development and embedding values, vision and ethos.
- Experience of financial management.
- Understanding of key issues facing maternity and midwifery policy and practice and wider NHS workforce policy.
- Experience of identifying and developing effective strategic partnerships and opportunities to support the achievement of organisational goals.
- Sound knowledge of good governance principles and compliance requirements.
- People management experience including the ability to engage with a diverse range of staff and stakeholders through an empowering, encouraging, and engaging style.
- Ability to understand and analyse complex issues applying innovative and practical solutions to problems and challenges.
- High-level written and oral communication skills.
- Experience of dealing with the media.

Qualifications

Essential

- Educated to degree level or equivalent.
- Evidence of continuing professional development.
- Evidence of management training.

Desirable

- Master's degree or equivalent.
- Experience of IT skills using Excel spreadsheets, Word, and PowerPoint software.