

Role Profiles

Role information

Job Title	Managing Director	Position No.	HR use only
Position type	Permanent	Hours	37/5 days per week
Grade and Salary Range	Director D2/£118,855 per annum (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Housing Services		
Responsible To	Shareholder & Shareholder Representative	No. of employees	9 currently plus additional posts in Business Plan
Budget (£)		Assets	
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

Role purpose

- Accountable to the shareholder for enacting their vision and directives and for the performance of the Company: setting, delivering and reviewing the objectives and strategy determined by the Shareholder, including financial, social and reputational management.
- Lead the Company, Board and Management Team to deliver the Strategic 10 Year Business Plan: delivering the mixed tenure residential developments, financial performance and creating sustainable local communities - quality and efficient housing and inspiring places that engender a sense of pride and ownership.
- Provide leadership and drive to the team; empower them to deliver the development programme and projects in line with KPIs and targets particularly in terms of time, cost and quality.
- Maintain the relevance and purpose of the Company by leading the local and surrounding growth area market to achieve higher mixed tenure residential development standards
- Position the Company as the 'Go To' organisation for quality of design, product and ethical performance in the market
- Ensure that the Company has embedded policies and processes to provide suitable governance, control and operational flexibility; establish financial and management processes to allow the Company to operate within its remit and solvently.

Role responsibilities and main duties

- Provide strong leadership; embed the philosophy and company direction approaches detailed in the Strategic 10 Year Business Plan.
- Guide, direct and oversee the company to achieve objectives; ensure the effective progression of development schemes in line with the Strategic 10 Year Business Plan. Regularly review the Business Plan to ensure its currency and appropriateness. Proactively assess future business needs and reflect this in the annual Business Plan review for Shareholder approval.
- Support and encourage a high performing Board, Management Team and Staff team through an outcome-based culture supported by performance management including KPI monitoring, reporting, training and appraisals; ensure reporting and staffing structures allow the Company to operate effectively within its governance framework; ensure that appropriate resources and skills are available to deliver objectives. Conduct regular reviews with the Board and Shareholder
- Maintain the operational performance of the company and assume full accountability for all company operations; closely monitor the operating results against plans and take remedial or change action where necessary. Adopt and develop Company policies, processes and procedures to support the Business Plan delivery and Company. Ensure projects are delivered to the agreed performance criteria.
- Establish a Corporate brand, identity and culture that is a positive influence that is reflected in all developments and projects; lead by example in organisational ethics, morals and values. Develop a Sales and marketing strategy to support delivery of the Business Plan- both to support the Corporate brand and the sales performance on individual developments.
- Develop the Procurement strategy to ensure that the agreed preferred forms of contracts and joint ventures are progressed and delivered to ensure best value for money, quality of design, build, sales and after sales services/defects management and other performance management requirements are achieved. Champion the partnership with ODSL (Oxford Direct Services Ltd) in terms of capacity building to progress a programme for development projects.
- Develop the specification of our new homes to ensure they meet the aspirations of purchasers and tenants both initially and in the longer-term by embracing the carbon and congestion reduction programmes and wider environmental agendas to support the Company USP.
- Adopt a business partnering approach, influencing and managing internal and external stakeholders; Identify and build political and business affiliations where appropriate. Represent and promote the company externally to the market and to professional and corporate bodies. Identify and assess opportunities for business expansion once the organisation has reached a steady state and agree this with the Shareholder.
- Evaluate risks and ensure sound risk management procedures are implemented.

Other:

- Ensure job descriptions and performance contracts/objectives are in place for all staff.
- Conduct and record regular performance reviews and ensure this process is cascaded across all teams; investigate and resolve performance issues in a timely way.
- Ensure the recruitment and succession planning strategies are aligned to business plans.
- Foster a spirit of committed teamwork and develop a positive culture.
- Actively encourage development and training.
- Undertake skills assessments and develop contingency plans to ensure organisational sustainability.

- Ensure that the activities of the company are lawful and in accordance with the Articles, Shareholder Agreement and Reserved Matters.
- Regularly access and communicate corporate values.
- Ensure appropriate, ethical and relevant procurement practices.
- Ensure appropriate consultation relating to key decisions.
- Prepare legal and partner reports as required.
- Take responsibility for equalities and health and safety issues.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Business degree, professional membership or demonstration of expertise and experience through another means.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Excellent decision-making skills	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Good communication skills	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Strong negotiation skills. Robust.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Good influencing and networking skills.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Business establishment, operation and organisation experience.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Excellent knowledge of the construction and development sectors	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
First class leadership ability.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Inspirational and able to lead people of varying disciplines, skills and backgrounds	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Track record of delivering successful mixed tenure developments and sales performance	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Track record of successfully implementing and delivering challenging Strategic Business Plans.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Local Government operations and decision making processes.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Commercially astute and able to drive financial performance and objectives.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of legal and governance requirements of company management.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Team assembly and management.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Measured and calm to assess situations and respond appropriately and proportionately.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Vision, perspective and strategic response.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ownership and drive.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria**A I T D**

Previous experience as an MD/Senior Exec of a Local housing company, housebuilder or housing association with specific expertise in residential mixed tenure development and sales.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
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Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.