

Application Pack Letter

The Company

As part of its succession plan the Company is looking to recruit a CEO to lead this dynamic owner managed organisation through its next phase of growth.

We are a highly respected Business Intelligence Company operating in the entertainment and electronics sector with major international blue chip client base.

The Role

The Chief Executive will lead a dedicated and committed team developing and executing a profitable growth strategy to exploit a unique market opportunity.

A significant remuneration will be available for the right person who has a demonstrable track record in managing and growing service sector companies in a profitable way.

Notes

- Currently less than £10m turnover but potential for high growth
- 70 staff
- Currently located In Bedfordshire
- CEO reporting to Chair of the Board

Application Process

Thank you for your interest in this role.

Please apply by submitting a C.V. and covering letter telling us how you meet the person specification and why you are interested in the role.



Email your application to jan.hulatt@futuresource-hq.com by 5pm
on Friday 10th February 2012

Futuresource Consulting

Job Description

Job role: Chief Executive

Reporting to: Chair of Board

Location: Futuresource HQ, Dunstable

Job Purpose: To lead and direct the performance of the Company in line with the agreed strategy and business plan

Key accountabilities

- In liaison with the Board, identify, develop and direct the implementation of business strategy
- Plan and direct the Company's activities to achieve stated/agreed targets and standards for financial and trading performance, quality, culture and legislative adherence
- Recruit, select, manage and develop executive team members
- Direct functions and performance via the executive team
- Maintain and develop organisational culture, values and reputation in its markets and with all staff, customers, suppliers, partners, regulatory/official bodies and all other stakeholders
- Identify, develop, plan and implement sales and marketing activities in order to meet company targets for retention, growth and profitability
- Responsible, on behalf of the Board for all public relations

and external communications

- Report to board and shareholders on organisational plans and performance
- Execute the responsibilities of a company director according to lawful and ethical standards.
- Responsible overall for the Company's compliance with all relevant Health and Safety regulations and legislation and for the safety and well-being of the Company's staff and visitors to Company premises, in line with the Health and Safety Policy.

Special Factors

- Travel in the UK and abroad and overnight stays will be a requirement of the role
- Occasional weekend working will be required

**Person Specification
Chief Executive**

Area	Essential	Desirable	How Identified
Customer Focus	<ul style="list-style-type: none"> • Demonstrable evidence of working at CE/Board level in a customer service delivery/sales environment for a minimum of 6 years • Ability to motivate colleagues to maintain customer service standards. • Consultancy skills 		<ul style="list-style-type: none"> • Application form • Interview • Presentation
Interpersonal skills	<ul style="list-style-type: none"> • Ability to, and evidence of, influencing senior stakeholders. • Strong, high level negotiating skills • Mediation and arbitration skills. • Confident decision maker, readily achieving buy-in. • Experience of managing PR and the Press • Positive approach. • Effective communicator. • Active listening skills. 		<ul style="list-style-type: none"> • Interview • Presentation

<p>Teamwork</p>	<ul style="list-style-type: none"> • Considerable experience of managing organisations and teams to achieve business performance targets and deliver change programmes. • Relates easily/quickly to all stakeholders. • Strong relationship building skills. • Evidence of proven ability to lead, motivate and develop team members using a range of performance management techniques. 		<ul style="list-style-type: none"> • Application form. • Interview
<p>Planning and organising</p>	<ul style="list-style-type: none"> • Proactive approach to developing and leading the implementation of change. • Considerable experience in use of business planning tools and techniques • Ability to work to defined standards and meet demanding deadlines. • Anticipate problems and identify solutions. 		<ul style="list-style-type: none"> • Interview • Presentation

Decision Making	<ul style="list-style-type: none"> • Evidence of a dynamic approach to problem solving without compromising on quality of outcome. • Decisions made on a calculated risk basis. 		<ul style="list-style-type: none"> • Interview
Knowledge And Experience	<ul style="list-style-type: none"> • Educated to Degree level, and/or professional management/leadership qualification. • Significant relevant management experience, including dealing with internal and external customers in a private sector environment. • Previous experience of operating and performing at Board/ CE level in a commercial customer led organisation • Significant experience of managing the governance of private sector organisations ensuring compliance with legislation. • Demonstrable evidence of managing company P&L, and a working knowledge of current finance regulations. 	<ul style="list-style-type: none"> • Full appreciation of the field of technical research • Educated to Masters level • Understanding of Asia and Americas corporate environment 	<ul style="list-style-type: none"> • Certificates • Application form • Interview

	<ul style="list-style-type: none"> • Working knowledge and understanding of financial, procurement and contract management. • Demonstrable evidence of business development skill and achievements • Working knowledge of Health and Safety regulations and their application within a service delivery organisation. 		
Empowerment and People Development	<ul style="list-style-type: none"> • Demonstrable evidence of successfully operating at Board level and leading and line managing executive teams. • Evidence of coaching and developing direct reports. 	<ul style="list-style-type: none"> • Lead a multi-site organisation. 	<ul style="list-style-type: none"> • Application form • Interview
Analytical Skills	<ul style="list-style-type: none"> • Analyse statistics, assess trends and make recommendations to the Board and other key stakeholders • Ability to analyse and monitor • Ability to lead on and contribute to the development of company strategy. 		<ul style="list-style-type: none"> • Application form • Interview

Quality and continuous Improvement	<ul style="list-style-type: none"> • Proven track record of initiating, consulting on and implementing internal policies and practices to generate increased sales, and improved performance. 		<ul style="list-style-type: none"> • Application form • Interview • Presentation
Innovation	<ul style="list-style-type: none"> • Demonstrable evidence of introducing new organisational structures, policies and working methodologies leading to enhanced performance. • Designed and implemented own initiatives to achieve increased sales and/or reduced costs. 		<ul style="list-style-type: none"> • Application form • Interview • Presentation