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| **Job Title** | **Reporting to** | **Responsible for** |
| Chief Executive Officer (CEO) | Board of Trustees | Executive Leadership Team (ELT) |

This document outlines requirements of the job role and comprises 3 sections: 1) Job Description, 2) Executive Leadership Qualities, and 3) Person Specification. It is intended to give the post holder an appreciation of the role and range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

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| **Job Purpose** |
| **To provide strategic leadership, engaging stakeholders and the Executive Leadership Team through shared vision and purpose, designing and delivering BPAS' strategic ambitions, whilst bringing functional expertise and leadership to inspire people to excel. To uphold BPAS values and champion its mission both internally and externally. To ensure delivery of the highest standards of safe, caring, responsive, well-led and effective services and that legal and statutory obligations are fulfilled. To act as an ambassador and the public face of the charity in partnership with the Board of Trustees.** |

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| **Principle Duties and Responsibilities** |
| 1. **Strategy and Organisational Leadership** |
| * 1. Alongside and in partnership with the Board of Trustees, refine and deliver the corporate strategy, promoting effective joint working with stakeholders and partners to articulate and fulfil strategic vision and objectives. |
| * 1. Ensure BPAS’s business and operational plans are aligned with the organisation’s charitable aims and advocacy strategy and geared to achieving the vision, strategy and direction to deliver operational excellence in line with BPAS values. |
| * 1. Provide visible leadership that models exemplary behaviours of personal integrity, inspires and empowers staff. |
| * 1. Lead and develop a strong executive leadership team to ensure the strategic development and direction of the organisation is implemented, articulated and shared. |
| * 1. Champion a corporate culture of openness, accountability and equality of opportunity at all levels, where staff and clients / service users feel confident to raise concerns, that these are listened to and feedback is acted upon. Determine when to change and when to consolidate, understand the impact of change on people and manage it with sensitivity. |
| * 1. Act as a driver for equality, diversity and inclusivity, both as an employer and provider of services, ensuring that effective systems, policies and procedures are developed, maintained and utilised |
| * 1. Develop effective working relationships and internal communications to ensure that staff and leaders are motivated, developed, supported and respected. Ensure that executive leaders are committed to supporting, engaging, recognising and valuing the contribution of all staff and promoting a strong culture of team working across all disciplines to progressively improve the experience of patients. |
| 1. **Operational Performance** |
| * 1. Monitor, evaluate and manage organisational performance in accordance with BPAS’s values and objectives, and ensure that sufficient information is made available to the Board, enabling them to evaluate and monitor performance effectively. |
| * 1. Ensure the provision of clear, timely and accurate information and advice to the Board to enable proper consideration of business and assured decision-making. Draw the Board’s attention to matters it should consider and decide upon, ensuring proper attention is given to them. |
| * 1. Promote the importance of continuous improvement in the performance and clinical best practice of BPAS. |
| * 1. Ensure systems are in place to support the provision of high standards of care which are based on good practice, research evidence, learning from incidents both occurring within BPAS or the NHS, and national standards and guidelines. Expect compliance with those standards, establishing strong systems of performance management and audit to monitor this. |
| * 1. Ensure that the financial management of BPAS is robust and complies with all statutory requirements and standards incorporating strong corporate governance. Deliver financial targets, achieving sustainable financial performance year-on-year, utilising a strong client/patient ethos. |
| * 1. Establish strong systems for performance management, focused on continuous improvement in the delivery of services and maintain close relationships with the relevant regulatory bodies. |
| 1. **Corporate and Clinical Governance** |
| * 1. Work with the Chair and the Board of Trustees to ensure the business of the Board is properly conducted, and that the Board receives the advice and information necessary to perform its duties including the legal requirements in relation to all key aspects of clinical activities, financial assets, people, IT and intellectual property. |
| * 1. Ensure that there are appropriate and effectives systems in place throughout BPAS to achieve compliance with the requirements of clinical governance and of safe standards of patient care and that all standards set by statutory regulators and other relevant bodies are implemented. |
| * 1. Ensure that there is an effective Board Assurance Framework underpinned by an associated risk register and risk management system in which patient safety is paramount and through which standards of patient care are evaluated and improved. |
| * 1. Ensure that a robust framework and strategy are in place within BPAS for the effective delivery of clinical and corporate governance, and full compliance with regulatory standards (NHSE, Charities Commission and the Care Quality Commission) |
| * 1. Maintain the highest standards of conduct and integrity within BPAS and ensure compliance with best practice, statute and regulatory requirements in all matters including financial, governance, legal and clinical related issues. |
| * 1. Make recommendations on remuneration policy i.e., Executive remuneration and terms of employment of the Executive team (excluding the job holder) to the Board of Trustees’ Nomination and Remuneration Committee |
| 1. **Advocacy and Public Relations** |
| * 1. Act as a strong figurehead, embodying the charity’s values, inspiring others to do the same. |
| * 1. Act as an ambassador and spokesperson for the organisation when appropriate, representing the organisation at external events and to the media. |
| * 1. Create strategic partnerships and relationships with politicians, the media and government officials to support BPAS’ strategic goals and the wider women’s health and sexual and reproductive health and rights sectors. |
| * 1. Create and maintain strategic partnerships with key bodies and individuals within the NHS, charitable sector and other relevant agencies including regulators. |
| 1. **General** |
| * 1. Maintain the professional image of BPAS at all times. |
| * 1. Understand the nature of an Executive Leadership appointment, particularly responsibilities towards the governance of the organisation in line with Charities Commission, CQC and NHS England expectations and regulations. |
| * 1. Understand the implications of and agrees to Fit & Proper Persons Regulations checks on appointment and at regular and frequent intervals. |
| * 1. Adhere to BPAS Information Governance requirements, treating all information as confidential and abiding by the Data Protection Act. |
| * 1. Comply with the policies of the organisation including BPAS health, safety and environment. |
| * 1. Adhere to BPAS Infection Control Policies and make every effort to maintain high standards of Infection Control at all times (recognising that Infection Control is everyone’s responsibility, whether clinical or non-clinical). |
| * 1. Take responsibility to safeguard young people and to protect vulnerable adults. Ensure that policies and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. Embody and promote an approach where all staff are aware of their individual responsibilities to report any safeguarding concerns and ensure they know the correct escalation and referral mechanisms in their area of work. |
| * 1. Demonstrate personal commitment and contribution to effective teamwork across the full range of BPAS activities including the maintenance of effective liaison with internal and external key people and organisations. |
| * 1. Value, promote and commit to equality of opportunity, equity, diversity and inclusion. Endeavour to integrate these values into all activities. |
| * 1. Attend training relevant to role and as provided, and actively and continuously review all work-related activities to contribute and suggest areas for improvement. |
| * 1. Undertake any other tasks which are commensurate with the level and responsibilities of the post. |

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| **Executive Leadership** |
| **The following qualities, traits and skills are deemed essential for Executive Leaders guiding BPAS towards success, making critical decisions and inspiring others to achieve their best.** |
| 1. **Vision**: Able to articulate a clear and compelling vision for the future of the organisation to inspire and motivate others to work towards common goals. |
| 1. **Strategic thinking:** Able to think strategically and anticipate future challenges and opportunities. Skilled at developing long-term plans and setting priorities to achieve strategic objectives. |
| 1. **Decisiveness:** Able to make tough decisions and act, particularly in uncertain or high-pressure situations. Skilled at gathering relevant information, weighing pros and cons, and able to act decisively to contribute to moving the organisation forward. |
| 1. **Emotional intelligence:** Able to understand and manage own emotions and empathise with others. Aware of wider-team feelings and motivations, and able to use this understanding to build positive relationships |
| 1. **Integrity:** Demonstrates ethical and inclusive leadership, gaining the trust and respect of employees and stakeholders. Acts honestly and transparently, making equity and inclusiveness a reality through leading by example, adhering to ethical principles and organisational values. |
| 1. **Communication:** Demonstrates effective communication skills through ability to convey vision, goals, and expectations clearly - inspiring others through words and actions. |
| 1. **Adaptability & Flexibility:** Able to evolve, adapt and thrive throughout changing environments and circumstances. Demonstrated ability to foster positive work environments in all situations. |
| 1. **Innovation & Improvement:** Embraces innovation and continual improvement, remaining open to new ideas and approaches. Encourages creativity within the organisation, staying ahead of latest developments and competition and adapting to changing market conditions. |
| 1. **Accountability:** Takes responsibility for the actions and the outcomes of their decisions. Demonstrates ability to hold themselves and their team accountable for meeting objectives and learning from mistakes. |
| 1. **Delegation & Empowerment:** Able to delegate appropriately and effectively and, by doing so, empowers and develops others, by providing resources, support, and opportunities for growth. Fosters a culture of collaboration and recognises outstanding performance. |
| 1. **Resilience:** Demonstrates ability to bounce back from setbacks and maintain composure under pressure, staying focused and able to offer guidance to others through challenging times. |
| 1. **Strategic Networking**: Builds strong networks of relationships with key stakeholders, peers, and industry leaders to provide valuable insights, partnerships, and support. Prioritises and maintains visibility throughout the organisation. |
| **Person Specification *(‘Desirable’ Criteria are marked in Italics)*** |
| **Education / Qualifications / Training / Experience** |
| * Master’s degree or equivalent experience. * Experience bringing a proactive and calculated approach to risk management for all aspects of activities including reputational risk. * Demonstrated success in building and working with teams to achieve organisational and financial targets. * Successful recent experience and achievement as an inclusive leader at Chief Executive level or equivalent in a large, complex care related organisation or system, ideally within an NHS or charity environment. * Experience of operating in the public eye, and in a complex accountability framework. * *Experience of programme and project leadership and a track record of driving positive organisational change* * *Experience in working with Boards and regulators building confidence and credibility at that level* |
| **Knowledge** |
| * Have the knowledge and ability to develop innovative and ambitious strategies to achieve organisational goals, and to articulate a clear and compelling strategic vision, which inspires staff to consistently deliver high quality patient care and outcomes. * *Demonstrable knowledge and understanding of relevant health issues, national policy and standards, as well as best practice* |
| **Skills** |
| * + Demonstrate an understanding and commitment to ensuring corporate governance in a charitable and / or NHS environment.   + Have strong analytical and data-evaluation skills.   + Written and oral presentation skills to facilitate excellent interface with staff and external stakeholders including governments at senior official / ministerial level and dealing with the media. |
| **Disposition / Temperament** |
| * + Possesses a genuine passion for the organisation's charitable aims, mission, vision and values.   + Builds professional and personal presence, credibility and gravitas, and is respected for openness, honesty and for putting patients first.   + An inspiring leader with political acumen and high emotional intelligence, attuned to the different stakeholder interests.   + Possesses resilience and a determination to overcome challenges, recover from setbacks and deliver short-term operating performance and longer-term strategic objectives.   + A good and inspiring communicator; one who is able to demonstrate understanding of how to motivate people to deliver in a culture of continuous improvement.   + Instinctive collaborator.   + Able to maintain strict confidentiality.   + Possesses drive, enthusiasm and energy.   + Confidence in ability to deliver.   + Committed to equality, diversity and inclusion. |
| **General** |
| * Able to travel to other sites, and work additional hours as necessary * Demonstrates an unequivocal commitment to a woman’s right to choose abortion |

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|  | **Agreed by manager / employer** | **Agreed by job holder** |
| **Signature** |  |  |
| **Print Name** |  |  |
| **Date** |  |  |

Date of last review: Sept 2023