



ucisa

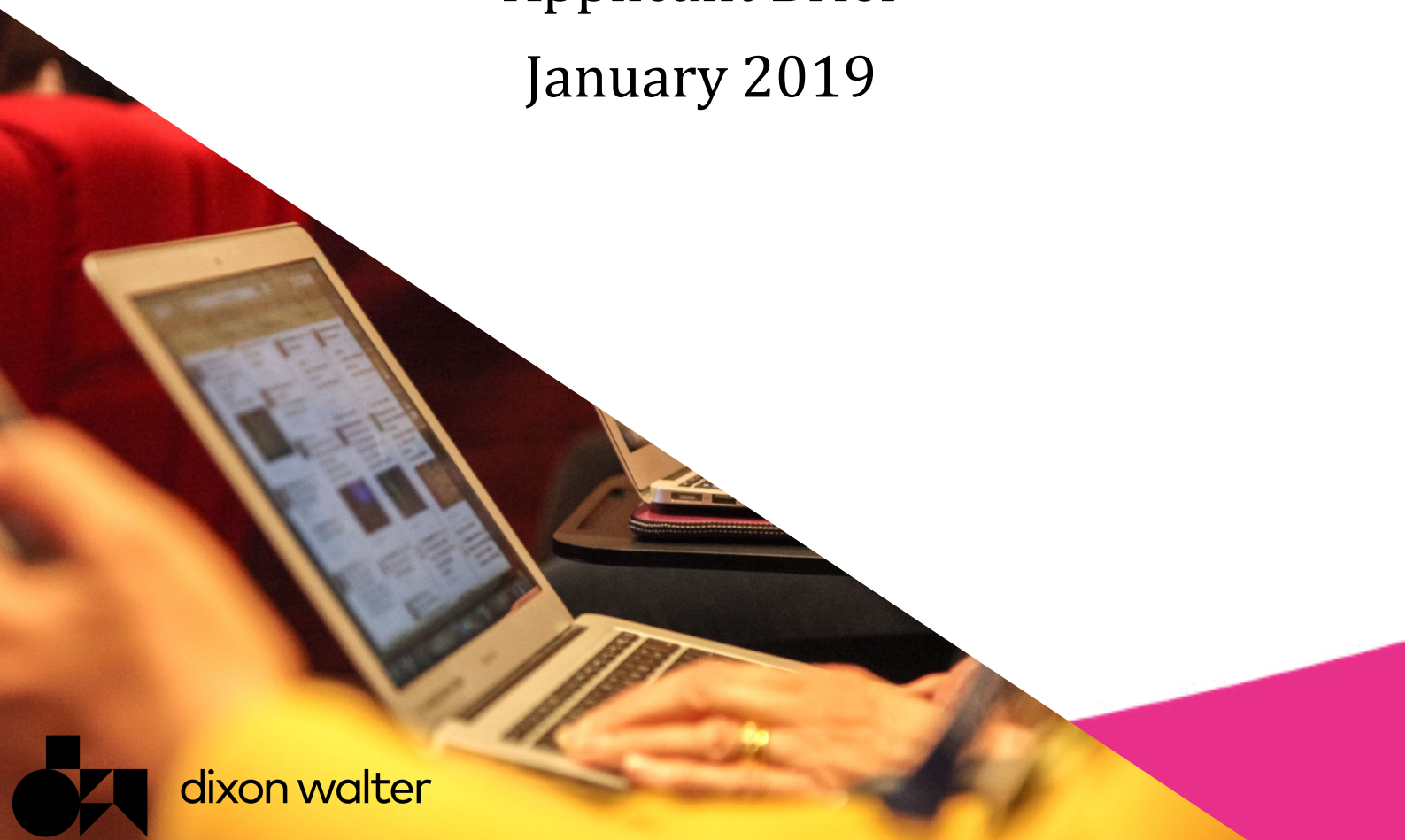
Chief Executive Officer

Applicant Brief



ucisa
Chief Executive Officer

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January 2019



Foreword

Dear Applicant,

Thank you for your interest in the post of Chief Executive Officer at ucisa.

ucisa is the Education sector leading body for IT, created by its members for its members. The board of trustees, the leadership council and the special interest groups are driven by volunteers from the sector and deliver highly regarded best practice guides, benchmarking, conferences, seminar & events and networking opportunities. Nearly every University is represented with between 60-70 volunteers attending group meetings regularly. The volunteers are supported by a small but effective team engaged in a range of activities ranging from Finance & commercialisation, event management, membership management, marketing, administration, lobbying and liaison.

ucisa launched its strategic plan in 2017 following considerable membership consultation with key ambitions to be the expert voice in the use of digital technologies, grow our membership, enhance our membership benefits and ensure our organisation is optimised and fit for purpose. With more than 15,000 members and the majority of Universities in the UK as members ucisa is ambitious in its role of delivering benefit as well as staying relevant and a trusted resource for its members and stakeholders. Further, ucisa has an important role to play in influencing government, the education sector and the wider IT communities on behalf of its membership. ucisa has a critical role to play in promoting diversity and inclusion and as voice for the value and expertise its membership contributes locally and internationally.

The organisation itself has grown significantly in the last 20 years however, not dissimilarly to the Education sector more generally finds itself in a position of significant change and opportunity. We wish therefore to strengthen our Senior team through appointing an experienced, dynamic leader who can drive forward the organisation and its strategy and build on the success to date while ensuring ucisa remains a strong and relevant voice in the sector.

I look forward to reading with interest how you will contribute to the future success of ucisa.

Good Luck!

Yours Sincerely,

David Telford

Chair

About ucisa

ucisa is the member-led professional body for digital practitioners within education.

Open and inclusive, we use our collective knowledge and expertise to help transform teaching, learning and research to ensure both operational efficiency and an excellent student experience.

Our community networks, collaborates and shares their inspirational thinking, practices and procedures so that we can all learn more, advance faster and be more effective. As a mutually supportive community, we know that we are better able to meet the ever-increasing digital demands of contemporary education in the UK.

We welcome members from all levels, those who are just starting out in their careers to those already at the top, those new to the sector and those who have worked in education for many years. We also work closely with suppliers, helping them to understand our needs, so that they can deliver the solutions that you need within your own institutions.

<https://www.ucisa.ac.uk/about>



Strategy

Aims

Running a wide range of events backed up by a series of publications, our aim is to make digital practices within our sector the very best they can be. No matter what you are looking for, whether at an individual or institutional level, members will be able to find someone or something to consult for relevant advice, support and challenging thinking.

Founded in 1992 we have over twenty-five years' experience working to improve the digital health of our educational institutions. The sector has changed significantly over that time so, join with us and help us make the next twenty-five years the best.

ucisa Strategy

Connecting and Collaborating for Success

ucisa launched its new 2018-2022 five-year Strategic Plan in late 2017. Many activities are already underway. As a member-led organisation, priorities have been driven by members' input and were based on consultation with members across all categories and at all levels.

Delivery of the Plan relies on continuing member input and collective effort to reshape and refocus ucisa. Working together ucisa aims to ensure it is always in the right position to provide even more support and expertise to current challenges and membership value enhancement and future opportunities.

https://www.ucisa.ac.uk/bestpractice/Copy_of_publications/strategy



Job Description

Location:	TBC
Accountable to:	Chair of the ucisa Board of Trustees
Accountable for:	ucisa staff, contract staff and third party supplied service staff
Role Summary:	<p>The Chief Executive is the accountable officer for ucisa. Reporting to and working closely with the Chair of the Board of Trustees, he/she is responsible for upholding the charitable object of ucisa, providing strategic, operational and personnel management for ucisa and its subsidiary companies. He/she will develop the organisation's long-term strategy, budget and business plan and ensure it complies with the law and necessary regulations.</p> <p>The Chief Executive also acts as an advocate, not only for ucisa but for the role of technology within the education sector.</p> <p><u>Purpose of the Job:</u></p> <ul style="list-style-type: none">• Work with the Chair to ensure that the Board of Trustees regularly reviews the ucisa's vision, mission and strategic plans• Deliver, through planning and consultation and working within agreed policies and protocols, the vision, mission and objectives of ucisa• Ensure that the charity is well administered and meets its governance and regulatory responsibilities• Enhance the ucisa's impact and profile locally, regionally and nationally

Job Description

Main Duties and Responsibilities

- Prepare in collaboration with the ucisa board of trustees a strategic plan and annual budget for approval by the board of trustees
- Lead the implementation of the strategy, including reviewing progress against the plan and set appropriate targets
- With the Chair continually engage and involve the board of trustees, Leadership Council and membership in ucisa activities
- Maintain a steady flow of high-quality content, ideas and initiatives that are relevant to the ucisa membership
- Ensure and be responsible for robust financial control and a commercial and income-generation strategy
- Develop a culture of collaboration and high performance, the CEO will lead a valued workforce motivated to deliver efficient and professional services to our members. The staff team work with a highly active and involved membership both through committees and individually in mounting conferences, training programmes, publications and a range of promotional activities.
- In collaboration with the Chair of the Board of trustees develop policy proposals for the board to discuss and agree
- Build, develop and sustain ucisa membership



Job Description

Main Duties and Responsibilities



- Recruit and work with the senior management team
- Build relationships with politicians, the media and government officials in order to advance the organisation's aims
- Establish and monitor key indicators of the organisation's impact and financial health: Have responsibility for day-to-day financial management of the charity and any subsidiary companies, including preparation of budgets for agreement by the Trustees and ensuring that income is maintained and expenditure is controlled in line with budgets and that potential risks are identified and managed
- Define and secure the resources (human, material and financial) needed to operate effectively
- Maintain awareness of risks and changes in the external environment that affect the organisation
- Build an effective working relationship with the chair of the trustee board
- Supply regular reports to the trustee board and attend trustee and sub-committee meetings
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities
- Establish mechanisms for listening to the views of beneficiaries on the organisation's performance
- Deliver the organisation's business plan and, if necessary, help the organisation to win contracts and business or public opportunities, where aligned with its mission and values.
- Help to ensure a sustainable income from member organisations, vendors, individual, corporate, legacy and trust donations
- Identify and secure sponsorship, donations and create a range of commercial opportunities



Job Description

Key skills

Leadership skills: A prime role of the chief executive will be to engage, inspire and nurture developing talent in staff and volunteers. This role requires the personal drive and energy to achieve this.


Advocacy skills: The Chief executive will work with the ucisa executive director and the ucisa board to set a vision and clear direction for effectively promoting the aims of ucisa and the wider education technology sector.

Excellent interpersonal skills: The Chief executives will build relationships with a variety of stakeholders, from beneficiaries and staff members to Government, senior corporate executives and academic leaders and opinion formers.

Financial: The Chief executive will set and operate a budget and, increasingly, develop lead enterprise activities that provide a surplus for the organisation. Considerable evidence of financial management and literacy are required and including resource management.

Managing change: Strong leadership skills and significant experience and a proven track record in leading change.

General: A strong commitment to best practice in diversity and equality. Sound knowledge of the IT industry, higher education and the ability to engage and cooperate with senior IT leadership.



Person Specification

Attributes	Essential Selection Criteria	Desirable Selection Criteria
Education/ Qualifications	A degree or extensive relevant experience	Advanced or second degree
Experience	<p>Experience in senior management or organisational leadership is essential.</p> <p>Demonstrable experience of working closely with the non-executive trustee board</p>	<p>Experience of working in the Education sector in a senior leadership role</p> <p>Evidence of having led on major IT projects</p>
Skills/Personal Requirements	<p>High level of financial literacy (able to read and interpret charity accounts) but does not need to be a qualified accountant</p> <p>Demonstrable experience and evidence of successful major contract management</p> <p>Clear knowledge of charitable organisations their operation and of high-level policy decisions, structures and influences through government, NGOs small charities and local community organisations.</p> <p>Demonstrable experience of leading the development and implementation of organisational governance, regulatory frameworks and complex organisational compliance</p> <p>Proven leadership record demonstrating high level of responsibility.</p> <p>Proven sector or cross networking, relationship building and establishing contacts</p> <p>Project management knowledge and skills.</p> <p>Excellent communication skills; able to articulate and present ideas in clear coherent way both oral and written.</p> <p>Good computer skills</p>	<p>Evidence of having led a charitable organisation</p> <p>Demonstrable negotiating and leadership skills</p> <p>Evidence of experience of successful lobbying and engagement with influential organisations or government bodies</p> <p>Advanced level of implementing and maintaining compliance for a charitable organisation</p> <p>Evidence of inspiring and motivational leadership</p>

Application Process

For more information, please visit: www.dixonwalter.co.uk/opportunities/ucisa.

The contact details for discussion and to send applications is: Alan Walter, Partner, Dixon Walter:

- Tel: 0131 202 1000
- Email: alan@dixonwalter.co.uk

Applications should be made online by 12pm on Friday 15th March 2019 and must include:

- a letter of application setting out your interest in the role and details of how you match the person specification (no more than 2 pages A4)
- a comprehensive curriculum vitae (CV)
- completion of an Equal Opportunities form downloadable from the campaign microsite
- details of three referees
- full details of current remuneration, plus pension scheme and any other benefits



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