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Deputy Chief Executive Officer - JOB DESCRIPTION

JOB TITLE:	DEPUTY CHIEF EXECUTIVE OFFICER (OPERATIONS)
LOCATION:	BIRMINGHAM
SALARY:	£34,549 to £38,961 (dependent upon experience)
HOURS:	35 hours per week
RESPONSIBLE TO:	CHIEF EXECUTIVE OFFICER

PURPOSE OF JOB

- To promote, develop and support the voluntary and community sector in its contribution to and influencing of regional, sub regional and national policies and strategies.
- To hold joint responsibility with the Chief Executive Officer for working and liaising with RAWM board, deputising for the Chief Executive Officer where appropriate.
- To hold joint responsibility for ensuring all commissions are integrated successfully within RAWM.
- To line manage staff senior members of RAWM staff.
- To be a member of RAWM's Senior Management Team, contributing to the effective and efficient day to day management of RAWM.

DUTIES AND RESPONSIBILITIES

1. Operational support

- Develop robust governance arrangements supporting the delivery of commissions;
- Work with RAWM's Financial Services Manager and Programmes Manager to ensure all commissions are embedded within RAWM's structures, processes and action plans;

- Work with RAWM's Senior Management Team to develop and support commissioning and tendering processes;
- With the Chief Executive Officer to establish and maintain links and working agreements with key regional partners and other regional bodies;
- Provide an ongoing analysis of RAWM's context and environment, assessing issues and impact for delivering commissions;
- Working with the Chief Executive Officer, co-ordinate the sector's input into the production of key policy and strategy documents.

2. Policy and Strategic Engagement

- Promote the role of RAWM in regional policy and strategy development;
- Work with the Chief Executive Officer and Senior Management Team in shaping strategies to maximise engagement of the sector in its contribution to and influencing of regional and sub-regional strategy and policy;
- Liaise with regional, sub-regional and local networks in the region to ensure that the sector is reflected within and on relevant regional bodies;
- Work with representatives of regional, sub-regional and local networks to support the sector in its contribution to policies and strategies;
- Work with RAWM's Senior Management Team to increase our policy and strategy capacity;
- Work with RAWM's Information, Communications and Policy Teams in collating and disseminating intelligence arising from RAWMs activities;
- Work with RAWM's Information & Communications Manager to inform the sharing, management and dissemination of regional research data, analysis and intelligence.

3. Contract/Project Responsibility

Undertake responsibility for the delivery of one or more of RAWM's substantive contracts and in doing so:

- Provide effective support to staff whose responsibilities are set within the contract;
- Take responsibility for managing resources identified within agreed and written delegated financial procedures.

4. Management

- Be a member of RAWM's Senior Management Team, contributing to effective and efficient day to day management of RAWM;
- Contribute to the development of RAWM's business and delivery plans;
- Contribute to the production of an annual work plan drawn from RAWM's business and delivery plans;
- Working with the Chief Executive Officer seek and secure commissions;
- With the Chief Executive Officer provide direct line management support to the Senior Management Team and effective management support to all staff.

5. General

- Ensure RAWM, the voluntary and community sector and key regional partners are updated with relevant policy changes in national, regional and local and local government;

- Participate in the organisation and, where appropriate, delivery of RAWM conferences, seminars and workshops;
- Produce work plans and reports as required by the Chief Executive Officer and the RAWM Board;
- Participate in team-working and staff development activities;
- Working with the Support Services Co-ordinator ensure effective implementation of health and safety legislation, RAWM's equal opportunities policy and other related human resources policies;
- Undertake any other duties, which may be reasonably required from time to time, but always commensurate with the grading of the post.

DEPUTY CHIEF EXECUTIVE (OPERATIONS) PERSON SPECIFICATION

This post is key to RAWM having in place efficient and effective processes and procedures for the future.

The successful candidate in their role will be expected to oversee the internal operations of RAWM and work closely with the Chief Executive Officer in developing external relationships that support and deliver RAWM's position as a regional policy and strategic body.

ATTRIBUTE	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Voluntary and community sector experience • Inter-agency partnership working • Organisational management at senior level • Experience of Board/Committee work • Promoting and supporting the voluntary and community sector in strategic and policy settings • Management and evaluation of policy & intelligence activities / Policy development • Significant human resources management • Line management of Staff 	<ul style="list-style-type: none"> • Some experience of planning and delivering training • Experience of working with national, regional and local stakeholders • Experience of regeneration programmes • Business planning and income generation • Experience of budget management
Education and Training	<ul style="list-style-type: none"> • A good standard of numeracy and literacy • Evidence of commitment to own personal/career development 	<ul style="list-style-type: none"> • Education to degree level • Qualification relevant to the requirements of the job
Knowledge and Skills	<ul style="list-style-type: none"> • Staff management and human resources development skills • High level of strategic and analytical skills • High level of written, verbal and negotiating skills • Knowledge of research commissioning and 	<ul style="list-style-type: none"> • Understanding governance and legal frameworks for charities and companies

	applications <ul style="list-style-type: none"> • Good administrative and ICT skills • An understanding of regionalisation and its relevance to the voluntary and community sector • Facilitation, participation, networking and team management skills • Understanding of the national, regional and local policy and governance environment 	
Other Factors	<ul style="list-style-type: none"> • Ability to work under own direction • Ability to manage own workload • Commitment to equal opportunities • Leadership ability 	

RAWM is an equal opportunities employer. It is a condition of appointment that all employees demonstrate an understanding and commitment to equality of opportunity and anti-discriminatory practice in their work for and with RAWM.

February 2010

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