

## JOB DESCRIPTION

<b>Job Title:</b>	Chief Executive
<b>Department:</b>	Chief Executive
<b>Responsible to:</b>	CSGNT Chair and Board
<b>Responsible For:</b>	Heads of (Strategic Development, Partner Support & Finance, Delivery) and Personal Assistant

### Overall Purpose

- To lead the development of a national initiative, the CSGN, and to lead and manage the CSGNT

### Key Roles/Abilities

- **Leadership:** strong communicator (oral and written), ability to instil confidence, provide direction and motivation – critically, able to manage people
- **Management:** able to run an SME; combination of grant driven business and entrepreneurialism (land sales/exceptional income, contracts side of the business, financial management)
- Establish and maintain a positive, open and caring organisational **culture**
- Ensure the company acts **properly** in its affairs and complies with all relative statutory requirements at all times
- Develop and promote **diversity** and equal opportunities both internally and externally
- **Strategy & Innovation:** strategic thinker, able to innovate or to create an environment for innovative thought/action
- Identify and ensure the necessary **resources** to develop the CSGN
- **Representative:** be able to represent the organisation/CSGN at the highest level – instil confidence in others
- **Agendas:** broad understanding of all 5 technical Work Streams – ability to grasp ideas and concepts quickly
- **Geography:** be familiar with the Central Belt and its issues – understand regional differences and nuances
- **Networks:** have, or be able to develop, networks across a wide range of sectors.

### Key Performance Indicators

- Financial viability and sustainability of CSGNT
- CSGN has highly motivated and capable staff
- Key stakeholder satisfaction with Trust performance
- CSGN 'thriving' as an initiative
- Stakeholder engagement in delivering the CSGN
- DP25 process managed and content delivered
- Wide geographic and agenda based activity distribution
- Ensure a safe and healthy working environment for self and others; including employees, contractors, stakeholders and the public
- No reportable accidents

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