

Pramacare

Role Title: Chief Executive Officer

Responsible to: Chairman and Board of Trustees

Responsible for: Senior Management Team, comprising Office, Care Centre, Training and HR managers

Location: Moran House, 1 Holes Bay Park, Sterte Avenue West, Poole Dorset BH15 2AA

Main Purpose of the Role:

- Leadership of Senior Management Team, who deliver against the agreed strategy and business plan.
- Working with the Trustees, responsible for the further development of the organisation and seeking opportunities for expansion.
- Responsible for developing and expanding current services and developing new services that benefit those who cannot supply their own health and care needs.
- Responsible for promoting Pramacare and its core values across East Dorset, including and ensuring its Christian distinctiveness is maintained and developed.
- Overseeing the finance and reporting systems, ensuring that operations are run in line with agreed budgets, and that all charitable, company, regulatory and statutory obligations are met on behalf of the Board of Trustees.
- Promoting Pramacare in the local Christian Community.

Key Result Areas

1. To provide leadership to deliver the agreed vision, strategy values and specific objectives of the organisation by
 - a) Developing and agreeing with the Trustees the strategic plan, the business plan and market strategy.
 - b) Developing more links with churches, faith groups and charities in the area.
 - c) Developing existing and building new relationships with the local Social Services, PCTs and professional health bodies in East Dorset.
 - d) Negotiating and closing profitable contracts in accordance with the business plan and agreed margin/cost/volume targets.
 - e) Identifying and exploiting new business opportunities that are in line with the charitable aims.
2. To ensure there is an effective business framework to deliver our services which comply with regulatory frameworks, are quality – based, cost effective and which meet the needs of our clients.
3. To utilise a broad range of external relationships to influence the provision of care locally.

Key responsibilities

1. Governance and relationship with the Board.

- a) To ensure that the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, the law and the need to remain solvent.
- b) To liaise with the Chairman, Vice Chairman and Board as appropriate.
- c) In consultation with the Chairman to prepare meeting agendas and draw the Board's attention to matters that need a decision. To ensure there is prompt provision of the Minutes of Board Meetings.
- d) To enable proper constitution of the Board to provide good governance.
- e) To help the Board acquire appropriate skills and ensure that peer review by the Board takes place.

2. Strategic Leadership

- a) To work with the Board and Managers to achieve the business strategy, plans and targets.
- b) To ensure long term sustainability through effective governance, sound finance and delivery of services.
- c) To create and maintain clear and effective decision making process throughout the organisation.
- d) To ensure best practice for training and delivery of care.
- e) To participate in appropriate local networking.
- f) To review and reorganise, if necessary, appropriate staffing structure throughout the organisation.

3. Business development

- f) To lead the creation of and assist in the delivery of the Business Plan
- g) To identify strategic opportunities for growth.
- h) To give direction for alternative funding for development

4. Leadership and coordination of Managers

- a) To coach and performance manage the office team so that everyone is able to deliver top quality care for our clients.
- b) To promote cooperation between the Board and employees to achieve the objects of Pramacare.
- c) To co-ordinate policy development and monitoring
- d) To undertake and manage risk assessment

5. Culture

- a) To articulate and personally demonstrate a Christian-based set of values and ensure they are replicated throughout the organisation.
- b) To attend and sometimes lead the weekly prayer meeting.
- c) To inspire and motivate all staff in the Pramacare vision.
- d) To build a staff culture where everyone is valued and equipped to do their job.
- e) To continue to build on the good name of Pramacare.
- f) To continue to keep our reputation as a good employer.

6. Operational Framework

- a) To ensure compliance with Care Quality Commission Regulations.
- b) To ensure good Governance
- c) To co-ordinate and update policies and procedures to reflect good practice in all areas.
- d) To ensure proper systems control, risk assessment and management.
- e) To ensure financial, operational and reputational security of the organisation. To have these analysed by relevant staff and Trustees and develop options for action and ensuring decisions are taken.
- f) To monitor HR strategy, appraisal systems and training programmes.

7. Finance and IT

- a) Consult with the Board and liaise with the Finance Officer to generate an Annual Budget.
- b) To monitor monthly financial accounts, cash flow and banking arrangements.
- c) To monitor IT programmes and influence if appropriate.
- d) To develop a 5 year plan with the Board and Managers.

8. Personal Development

- a) To actively participate in Annual Appraisal
- b) To undertake agreed personal development programme
- c) To keep abreast of current professional practice in relation to the Provision of Domiciliary Care

Person Specification – CEO

Leadership

- Demonstrable ability to lead an organisation by engaging with all staff, sharing the vision, and values
- Able to lead the Management Team, to set targets and be able to work in a culture that demands audited results.

Strategic management and influence

- Proven ability to form and drive strategy
- Ability to identify and respond to change that may threaten or provide opportunities.
- Good communication skills both written and oral.
- Demonstrate effective working relationships to achieve good outcomes.
- Use differing styles of management where appropriate
- Be abreast of political environment especially social care trends.
- To be able to deliver results under pressure

Experience, Knowledge and understanding

- A minimum 5 years relevant care/health experience in a senior management role.
- Experience in leading change
- To be able to work effectively with others
- Ability to understand and draw conclusions from accounts and other financial information.
- Appropriate qualifications, professional memberships and training. Well versed in the demands of inspecting bodies such as Care Quality Commission, Independent Safeguarding Authority, CRB and Social Services departments.
- A good negotiator, preferably with experience of negotiating with public sector brokers.
- Demonstrable commitment to excellence
- Passion for helping others less fortunate.

Governance

- A clear understanding of corporate governance and public/charity sector accountability.
- A broad understanding of regulatory requirements
- Work effectively with the Board.
- Sound working with financial information
- Team player at Board level

Other Personal Qualities:

- A strategic thinker with an entrepreneurial spirit, who is a self starter, able to prioritise and be flexible to meet demands of the business.
- Committed to the Pramacare ethos and objective of providing suitable care in ways that express Christian love and compassion in a practical way.
- A sense of humour!