



CHIEF EXECUTIVE OFFICER

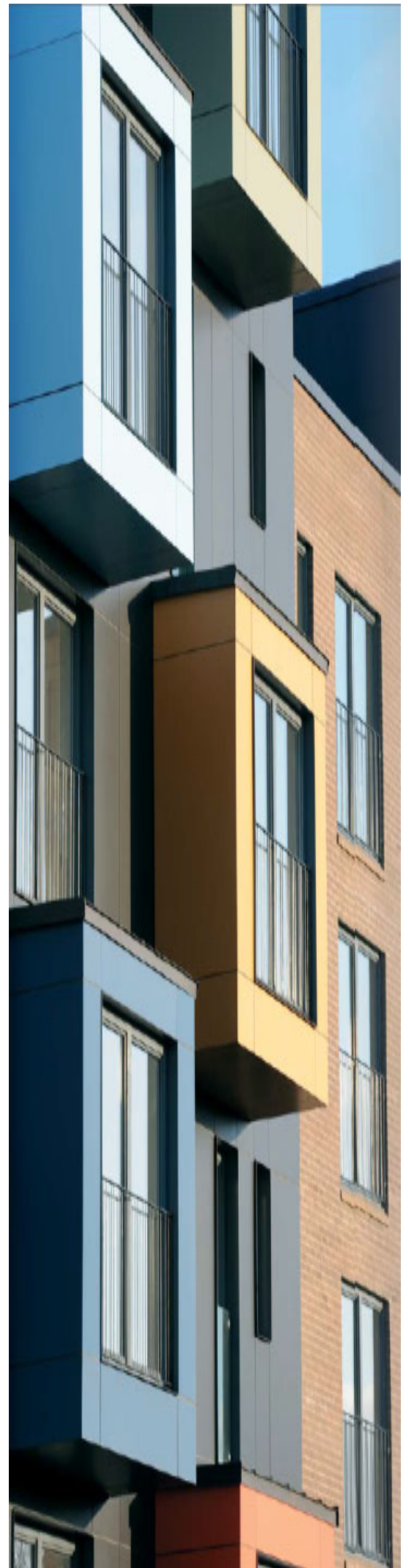
Recruitment Pack

Govan Housing Association

April 2023

Govan Housing Association
35 McKechnie Street
Govan
Glasgow
G51 3AQ

Microsite: <https://aspenpeople.co.uk/govanha>
Website: <https://govanha.org.uk>



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Introduction Letter

Chief Executive Officer, Govan Housing Association

Dear Candidate

We are very pleased that you are interested in this opportunity to lead a progressive, forward thinking and growing business.

The Govan Housing Group is an ambitious organisation. The Association itself possesses a rich history and one of development and innovation. Founded in 1971, the Association was the first community based housing provider, leading the way for social housing provision in Scotland. After 50 years of operating in the housing sector, the Association now manages approximately 1,600 socially rented properties and over 650 factored properties as well as taking an active role in the regeneration of the area and continuing to improve the quality of life of residents.

We are serious about turning our vision into reality and delivering excellent quality affordable homes and services that make a positive impact on people and communities. This focus signals the future direction of The Govan Housing Group, one that is genuine about customer service, is committed to ensuring that tenants get the best possible deal and the highest quality products and services. Importantly we put our tenants central to everything that do. Underpinning all of this is we continue to ensure the Group is strong and viable and able to deliver the innovative and ambitious plans we have.

This is a really exciting and interesting time for Govan Housing Association as we continue to develop and improve the way we deliver and operate our services. Having already developed the Govan Housing Association Group structure, our ambitions are to continue to grow and strengthen this as we look to take advantage of the opportunities that the local community has to offer.

This critical appointment is an exciting and challenging opportunity for someone with a track record of innovation and leadership. We are therefore looking for an inspiring individual who can use their experience and skills to build on the existing strengths of the Group while offering their ideas and solutions for future challenges.

Finally, If you have a genuine passion for improving lives and enhancing aspirations and have the relevant expertise and high quality track record required to continue "Moving Govan Forward" we look forward to receiving your application.

Gary Maguire MBE
Chairperson

About Govan Housing Association Group

The Govan Housing Association Group is made up of Govan Housing Association, Govan HOME Team and the Water Row Company. Together we currently employ 88 members of staff. Making sure our services tie in with the aspirations and views of the people who use our services and ensuring that people have a say in how we run the Group is very important to us.

Our Staff and Committee

The Govan Housing Group is a charity governed by a voluntary Management Committee, who are mostly local people who live in the Govan area. We currently employ 88 members of staff.

The HOME Team

The Govan HOME Team subsidiary is a community interest company and currently employs 47 members of staff. The HOME Team provide the Association with the following services;

- Reactive Repairs
- Planned Maintenance
- Estate Maintenance
- Landscaping

The HOME Team operates as an arms length subsidiary of Govan Housing Association but remains ultimately accountable to the Govan Housing Association Management Committee, as the parent company. Govan HOME Team has its own strategy, aims and objectives, business plan and its own Board of Management. The Board aims to proactively use its various professional expertise and experiences to enhance the traditional housing sector style of board management.

The Water Row Company

The Group are introducing a second subsidiary to manage the commercial element of the business including;

- Mid-Market rental properties
- Commercial Residential Leases
- Commercial Units
- Factoring
- Money and Debt Advice

The Water Row Company will operate as an arms length subsidiary of The Govan Housing Group but remains ultimately accountable to the Govan Housing Association Management Committee, as the parent company. The Water Row Company has its own strategy, aims and objectives, business plan and its own Board of Management.

Supporting Our Community

Working with people in our community and agencies that can provide money to invest in our community, is also a key part of our work. To show you the type of work we do, you will find a copy of our most recent newsletter and a copy of our Annual Report on our website at <https://govanha.org.uk>.

Supporting and Developing our Staff

The Govan Housing Group is committed to developing talent to ensure that we continue to deliver excellent customer service and continue to develop our vision, values and aims, towards improving the business and service provision under the banner of 'Moving Govan Forward'. The health and wellbeing of our staff is important to us and at the Association, we will offer you excellent terms of conditions including 40 day's annual leave (25 annual leave and 15 public holidays), a generous occupational sickness benefit scheme, death benefit and contribution pension as well as lots of team building events and opportunity to get involved in the decision making of the organisation and wider community events.

Health and Safety

Health and Safety in the workplace is important across the Group. Given the nature of the works being carried out by the Govan HOME Team it is vitally important that we deliver and implement appropriate health and safety policies, procedures and systems including risk assessments, to ensure that all staff and contractors are aware of their responsibilities and are supported to meet their responsibilities for regulatory and statutory compliance across all activities. We also take vital steps to ensure that we comply fully with the requirements of the Construction and Design Management Regulations 2015.

Driving at Work

If the post you are applying for means that you will need to drive our work vehicles or use your own vehicle for work, then we will ask that you take a medical exam to ensure that you are fit to drive.

We will also ask you to agree to be part of a DVLA scheme that will tell us if you have the right licence prior to beginning employment with us and will update us on any changes to your driving licence, going forward.

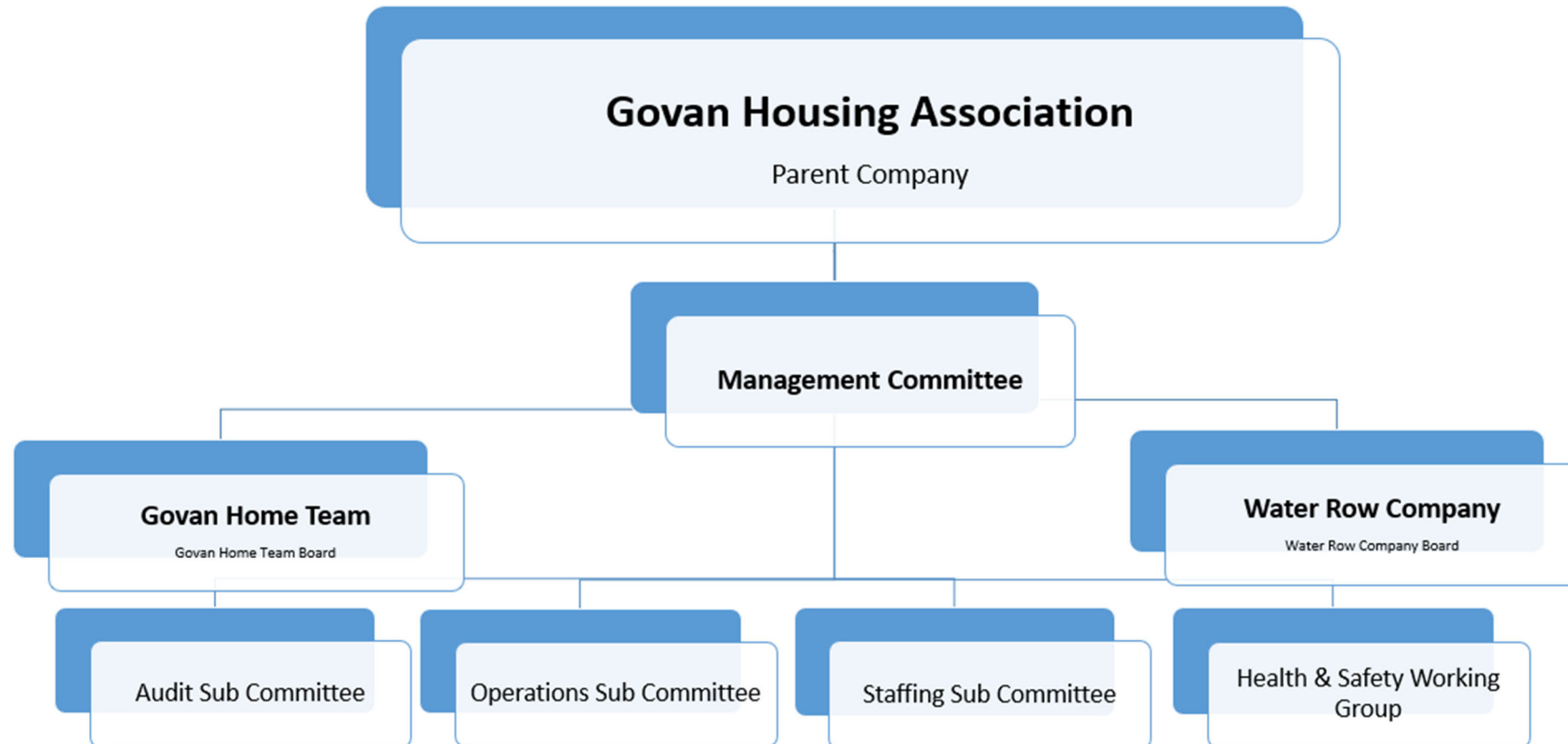
Equality in Recruitment

Ensuring that our recruitment process is open and accessible to all is important to us. You will be asked to complete an equal opportunities form when you submit your application via the link. This form will be separate from your application and will not form part of the selection for interview.

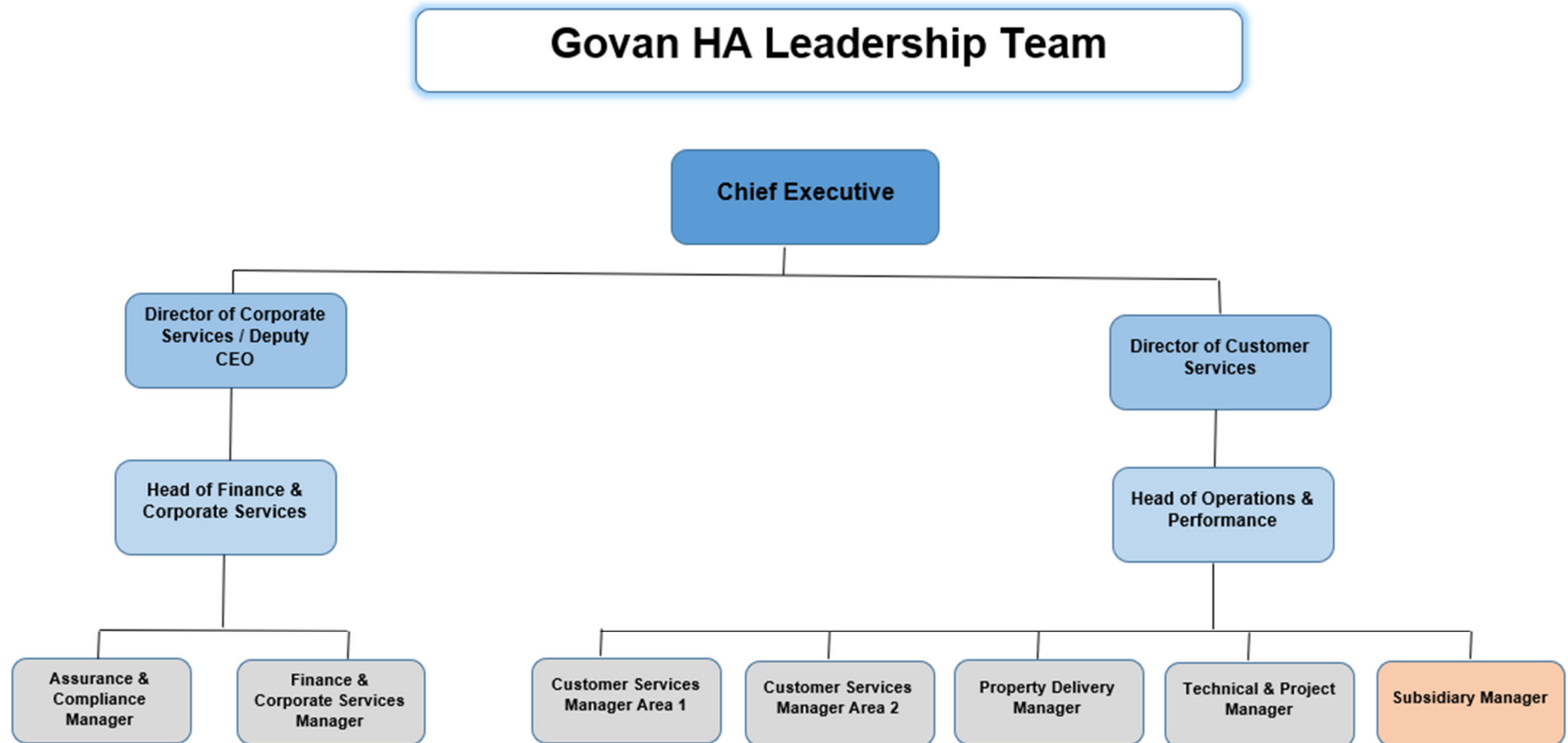


Group Governance Structure

Govan Housing Association Group



Leadership Team Structure



Strategic Map (Vision, Purpose, Values and Objectives)



Group Chief Executive Officer

Job Description

Overall Purpose

The overall purpose of the Chief Executive is to provide leadership for the efficient and effective operational management of the Group's activities.

Through direct management of the Executive Management team, the Chief Executive will ensure that the Group achieves the highest standards of conduct, performance and accountability.

The Chief Executive will work closely with the Group Board assisting members through the effective translation of the Corporate Strategy, Business Plan and policy decisions into operational results.

Key Responsibilities

The key responsibilities of the Chief Executive are to:

- Manage and create a culture for the Group in line with its vision, values and strategic objectives.
- Drive and maintain an effective Executive Management Team and, through this, provide leadership to staff, encouraging coaching and engagement models of development.
- Assist and advise the Board in determining the Group's strategies, policies and business planning.
- Ensure that proper and effective financial, risk, compliance systems and governance frameworks are in place and consider the strategic expansion of these.
- Direct and manage the work of the Group to ensure that services provided are customer focused.
- Develop and sustain the growth strategy of the Group, ensuring continuous modernisation, commercial focus and innovation.

Key Tasks

Strategy

- 1) Deliver the Corporate Strategy.
- 2) Shape and develop future corporate strategy and objectives with the Board and Leadership Team.
- 3) Maintain the Group's role as a major landlord across a variety of tenures.

Leadership and Management

- 1) Lead, empower, coach and develop the Directorate team to ensure that corporate objectives are achieved.
- 2) Provide clear, progressive and innovative leadership.
- 3) Develop the Executive Directors as a creative and efficient corporate Leadership Team.
- 4) Maintain a system of performance management and development, encouraging staff at all levels to gain relevant new skills and experience; keep under review the post holder's own personal development.
- 5) Maintain a system of performance management and development for the Board and its members.
- 6) Assist the Board in attracting, recruiting and retaining members to meet the need for renewal and a balance of skills, experience and diversity.
- 7) Manage and develop relationships with key stakeholders from third, public and private sectors.
- 8) Ensure a proper focus on equality and health and safety are an integral part of the Groups culture.

Customer and Stakeholder Relationship Management

- 1) Ensure that services are customer focused.
- 2) Develop and sustain effective working relationships locally, regionally and nationally.
- 3) Promote the organisation and seek opportunities for the development and growth of the Group.
- 4) Work with local authority partners to develop and implement strategies to provide housing options, housing need and regeneration services.

Governance

- 1) Assist the Parent Board and Subsidiaries Boards in ensuring that the business of the Group is properly conducted and in line with governance frameworks.
- 2) Ensure compliance of the Scottish Housing Regulators Regulatory Framework and seven Regulatory Standards.
- 3) Ensure achievement of the Scottish Social Housing Charter.
- 4) Ensure compliance with other legislation, Companies House and OSCR requirements.

Finance

- 1) Ensure the continued financial stability and viability of the Group.
- 2) Ensure that all financial covenants are fully met.

- 3) Ensure that the Board is given information and advice necessary to perform its duties, particularly on matters of compliance, treasury management and budgeting.

Performance Framework

- 1) Through the Leadership Team, use the Corporate Strategy Business Plan to direct and manage the work of the Group, keeping it under review and develop it in line with changing needs and resources, to match short, medium and long term plans.
- 2) Performance and risk monitoring of all aspects of the Group.
- 3) Set and monitor standards of service provision, ensuring action where necessary.
- 4) Ensure that the Group has effective control framework to ensure openness, accountability and probity.

Human Resources

- 1) Lead and enhance the corporate culture in order to stimulate creativity, agility, success and long term Group resilience.

Group Chief Executive Officer

Person Specification

Personal Competency	Description
Qualifications	Qualified to degree level in relevant business discipline or equivalent business improvement experience that can be demonstrated.
	Evidence of Continuous Professional Development as a business leader.
Experience	Clear track record of achievement at director level or above, including effective people management, with a high quality customer focussed organisation.
	Experience of working with a dynamic and professional executive management team and developing a high-performance culture, with a strong focus on the quality of service provided to others.
	Strong track record of leading change programmes with employees, customer and stakeholder engagement, involvement and collaboration
	Clear track record of analysis and interpretation of business and experience of effectively using this information to enhance organisations.
	Good, demonstrable knowledge of compliance and risk.
	Excellent knowledge of housing policy, regulation, statutory framework wider regeneration and social policy.
	Experience of financial models; management accounting; producing and monitoring budgets; understanding of statutory accounts.
	Experience and understanding of a multiple governance framework and group structures including subsidiary governance, charitable status and companies house legislation.
	Experience of preparation/promotion and implementation of corporate strategy, business plans and delivery plans and other bidding planning documents and implementation operating within a commercial environment; with a focus on business success.
	Demonstrate experience of identifying, analysing and progressing strategic opportunities for business growth.

	Experience of dealing with strategic and operational partners including statutory bodies and third sector organisations as well as community organisations and representatives and ensuring all the appropriate partnering agreements are in place.
Skills/ Knowledge	Good communication and interpersonal skills, with an approachable style.
	Commercially astute, technically strong, with the ability to be effective at both strategic and operational levels.
	A strong leader with proven achievements in the motivation and empowerment of people at all levels.
	Able to balance organisational risk and ensure there are appropriate internal control and assurance frameworks in operation.
	Able to turn strategic vision into robust, deliverable plans.
	Has had governing body exposure, understands a Group governing body role, and is accountable for providing them with clear, concise and relevant information to inform decision making and performance management.
	Experience of promoting a culture that achieves service excellence and value for money.
	Highly numerate and IT literate, able to explain complex business decisions.
	Strong negotiator, works intuitively with a range of external stakeholders to secure buy-in.
	Ability to communicate clearly and effectively with a diverse range of people and take account of their views.
	Excellent presentation skills and ability to present to a range of audiences, internally and externally.
	Ability to demonstrate how you can easily work as part of a team.
Personal Features/ Qualities	A strategic and entrepreneurial approach with the ability to bring creativity, innovation and insight into your work and the development of the Govan Housing Association group.
	A management style that recognises the Group's desire to support individual success as well as corporate success.
	Seeks way to continually improve the team, performance and the business
	High degree of personal initiative with the drive and ability to meet challenging goals.
	Able to make sound judgements, gives advice and can be accountable for that advice.
	Acts with integrity, able to build high levels of trust.

	Ability to thrive in an environment that is characterised by significant diversity and continual change.
	Able to work flexibly given the seniority of the role.
	Ability to motivate and develop staff and build a strong team ethos.
Other	Willingness and able to work a flexible working week including some weekends and evenings.

Recruitment and Response Instructions

Thank you for expressing an interest in the position of Group Chief Executive Officer at The Govan Housing Group. If you have read the recruitment pack and you would like to apply, please follow the guidelines below.

Enquiries

If you would like to have a confidential discussion about the role, please contact Nigel Fortnum or David Currie at our recruitment partners, Aspen People, on 0141 212 7555.

For any queries around process or application submission please contact Katy Gall on 0141 212 7555.

Application Process

To apply for the position please upload your CV and supporting statement (in one document) by **CLICKING HERE**. We would be grateful if you could include the following information in your supporting statement:

- Current or most recent salary.
- Details of two referees (please note that referees will not be contacted until offer stage or without prior consent).

Applicants will be considered and assessed against the requirements of the Person Specification. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements, as well as stating why you are interested in the role.

You will receive an automatic acknowledgement – if you do not receive this please contact Katy Gall on 0141 212 7555.

Recruitment, Terms and Conditions

Location:	Govan Housing Association, 35 McKechnie Street, Govan, Glasgow, G51 3AQ.
Standard Hours of Work:	35 hours per week, Monday – Friday.
Grade & Salary:	£92,357 - £95,396
Payment Method:	Paid on the 28 th of each month by the BACS system into your designated bank account.
Annual Leave:	25 days per annum.
Public Holidays:	15 public holidays.
Notice Period:	12 weeks written notice by either side.
Pension:	The Association currently offers a defined contribution scheme and death in service benefit.

Note: The Association is a member of Employers in Voluntary Housing. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information should not be treated as a substitute for a full contract and are subject to change.

Recruitment Timetable

The recruitment timetable is as follows:

Activity	Date
Advert live from	Thursday 27 th April 2023
Closing Date for Applications	Monday 22 nd May 2023 (midnight)
Shortlisting of Candidates By	Friday 2 nd June 2023
Longlist Interviews	Tuesday 13 th June (Microsoft Teams)
Shortlist Interviews	Tuesday 20 th June (in person, Glasgow)

Interview Format

If you are invited for longlist interview you will meet with Nigel Fortnum, Director of Aspen People. This interview will last up to 40 minutes.

If you are invited for shortlist interview, the interview will last approximately 1 hour.

The interview panel will consist of the following representatives together with a member of Corporate Services:

Gary Maguire MBE	Chairperson
Colin Quigley	Vice Chairperson
Alice Connelly	Committee Member
Stevie McLachlan	Committee Member

Nigel Fortnum, Director of Aspen People, will also be in attendance to facilitate the interviews.