

<b>Post Details</b>		<b>Last Updated:</b> 23/ 03/2021
<b>Job Title:</b>	Executive Secretary/Chief Executive Officer	
<b>Responsible to:</b>	Chair ERA Foundation Ltd (ERAF)	
<b>Responsible for:</b>	Part time and/or contract staff	
<p><b><u>Job Purpose Statement</u></b> <i>(this should be an accurate, concise, un-detailed statement of why the post exists within the ERA Foundation and also include main responsibilities of the role).</i></p> <p>Our goal is to support electech manufacturing across the UK by supporting engineering, innovation and skills development programmes across the UK. We focus on five key areas: engineering skills, development, entrepreneurship and industrial excellence, contributing to economic vitality, promoting the achievements of manufacturing and influencing and informing policy.</p> <p>We are now seeking an exceptional Executive Secretary/Chief Executive Officer to support the work of the Foundation. Ideally you will have experience within engineering, innovation and skills. We are seeking someone who can take leadership of the complex operational and administrative aspects as well as people, relationship and brand management.</p> <p>If you relish a challenge where you will contribute to the future of engineering, innovation and skills, have excellent people skills, business acumen and a commitment to impact-driven activity, we would like to meet you.</p> <p><b><u>About the role</u></b></p> <p>The Exec Sec/CEO is not a director of the ERAF but is a legal and financial signatory and acts as the Company Secretary as well as running all aspects of the ERAF's operation. The role reports to the Chair of the ERAF Board and is responsible for a small number of part time and contract staff. A major part of the role is the management of relationships with a range of partner organisations responsible for delivering the programmes which ERAF is funding. These range from national STEM skills providers, learned societies, professional bodies, trade associations and individual companies as well as a range of smaller, specialist charities. Additional responsibilities include:</p> <ul style="list-style-type: none"> <li>• Ensuring that all Company Secretarial duties are discharged proficiently, including annual audit, maintenance of monthly finance reports, feedback to the Board regarding health of investment funds, company insurances, data protection registration, approval of weekly finance invoices, etc.</li> <li>• Working closely with the Chair to develop and maintain a rolling strategic plan and associated project budget which is approved and reviewed by the Board on a regular basis.</li> <li>• Administering and minuting quarterly Board meeting and Annual General Meeting and the production of an annual report.</li> <li>• Taking a central role in managing and administration ERA Foundation events including the Annual Lunch and Lecture and the Xmas Lunch</li> <li>• To continue to develop the ERAF's Born to Engineer brand and to further integrate and disseminate through partner organisations' networks.</li> </ul> <p>The Exec Sec/CEO is the day-to-day face of the ERAF and plays a vital role in maintaining the ERAF's profile as an organisation based first and foremost on collaboration. The ERAF operates on the principle of providing agile and flexible support for worthy causes which otherwise might not be able to gain traction, with the aim of creating a positive and tangible impact for the UK manufacturing economy.</p> <p><b><u>Problem Solving, Accountability and Dimensions of the role.</u></b> <i>(Describe: a) how much freedom there is to provide solutions, and make decisions regarding the resolution of problems within the constraints of established guidelines or procedures, and supervision b) what level of responsibility the post holder has in the achievement of end results c) in what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)</i></p> <ul style="list-style-type: none"> <li>• The Exec Sec/CEO is expected to:</li> <li>• Operate on a day-to-day basis with minimal, guidance from the Chair, only reverting back to the Chair and the Board where formal approvals are required or when new strategic plans are being formed.</li> <li>• Maintain close working relations at Board level with all delivery partner organisations and to work directly with senior members of those organisations to resolve any issue that might arise in the course of their funded projects.</li> <li>• To approve invoices for project funding and other expenditure once conditions agreed with the Board in the</li> </ul>		

annual budget and at subsequent Board meetings have been met.

- To monitor month accounts and the health of the ERAF's Investment finds on a regular basis and ensure that the Board is informed at all times.

### **Background Information/Relationships**

The Chair and Board members of ERAF

Board level contacts with delivery partners

High level government policy influencers

Senior contacts in the learned societies, professional institutions, trade institutions and individual industrial organisations.

*This job purpose reflects the core activities of the post. As the ERAF and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The ERAF expects that the post-holder will recognise this and will adopt a flexible, self-learning approach to work.*

**Person Specification** (this section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role) (1=Low, 5 = High)

### **Qualifications and Professional Memberships**

**Essential/  
Desirable**

Degree or higher-level qualification, ideally in engineering or science

E

Membership of engineering or science professional body

D

**Technical Competencies (Experience and Knowledge)** (this section should contain the level of competency required to carry out this role.

**Essential/  
Desirable**

**Level  
(1-5)**

Experience of financial and operational management

E

5

Contract Management

E

5

Company Secretary

D

3

Project Management

E

5

**Core Competencies** (this section should contain the level of competency required to carry out this role. (1=Low, 5 = High)

**Level  
(1-5)**

Communication

5

Adaptability / Flexibility

5

Customer/Client service and support

5

Planning and Organising

5

Teamwork

5

Continuous Improvement

5

Problem Solving and Decision Making Skills

5

Leadership / Management

5

Creative and Analytical Thinking

5

Influencing, Persuasion and Negotiation Skills

5

Strategic Thinking

5

### **Organisational Information**

# ERA FOUNDATION

The ERA Foundation:

Positively supports equality of opportunity and equity of treatment to all regardless of race, gender or religion.

