

JOB DESCRIPTION

TITLE: Interim Chief Executive Officer (fixed term – maternity cover)

REPORTS TO: The Board of Directors– Dundee Science Centre

SALARY RANGE: Competitive salary commensurate with experience

Summary of CEO Role

In partnership with the Board, you will be responsible for the successful delivery of Dundee Science Centre's vision and strategy in line with the values of the organisation. A highly motivated and experienced individual you will be expected to lead, manage and inspire staff to work with industry, young people and wider society to promote the engagement and understanding of science.

You will be expected to articulate a clear vision of the direction, strategy and success of Dundee Science Centre and implement the strategic goals of the organisation. In building a culture of success and growth you will also shape the Science Centre as a community learning resource, leading the way in public engagement and science learning.

Key Responsibilities of Role

A prudent manager and inspiring leader, you will be responsible for managing all Dundee Science Centre projects and initiatives to ensure the aims and objectives of the organisation are achieved and where possible exceeded. Supported by a management team, your role will also be to develop and empower the team in their roles. Specifically, you will:

Leadership

- Liaise with and work effectively with Board of Directors and the DSC Management Team to implement and successfully deliver the strategic goals of the organisation
- Oversee and manage all of DSC's current and future Capital Expansion Projects and major development initiatives - through to completion, on time and within budget
- Be responsible for commercial revenue income and successful delivery of fund raising opportunities
- Develop and maintain a network of industry, educational and community contacts at local, national and international levels
- Promote, develop and enhance continuous improvement and business development within the organisation
- Encourage innovative, creative and effective approaches to customer service

Financial Management and Control

- Be responsible for budget preparation and review, including financial management systems
- Have full responsibility for the Science Centre's budget, managing the income and expenditure and ensure charity regulations are adhered to
- Oversee and manage all of DSC's current and future Capital Expansion Projects major development initiatives - through to completion, on time and within budget
- Be responsible for all technical and design aspects of the building and infrastructure
- Ensure the DSC Board are accurately and comprehensively furnished with relevant financial accounts

Management

- Foster productive working relationships between teams across the organisation
- Ensure effective communications both internally and externally
- Build an effective, efficient management team - ensuring succession planning
- Manage the performance of the management team and organisation as a whole

Learning Strategy

- Strive to embed DSC into the community as a valuable community resource
- Initiate and drive major developments in educational and community engagement programmes with support from the management team and utilising new learning resources

Marketing, Promotional Activity and Communication

- Oversee marketing and PR activities ensuring the organisation is constantly presented to stakeholders and the community in a positive manner
- Strive to raise the profile of DSC and reach new audiences, strengthening local, regional and national partnerships
- Develop effective internal and external communication throughout the organisation

Accountability and compliance with relevant statute

- Ensure the filing of all relevant regulatory and legal documents / reports and compliance with all relevant laws and regulations
- Ensure insurance, security and other measures are in place to protect assets and people
- Ensure all funding secured is spent correctly and within stated timescales

Working with the Board & Governance

- Support the continued development and delivery of the three-year strategy and one-year business plans for the organisation
- Present annual business plan and budget to Board for approval in 2020
- Enable the board to fulfil its duties and responsibilities for the proper governance of the organisation
- Ensure that the board has accurate and timely information to robustly monitor annual plans, targets and performance
- Ensure continued engagement from board members
- Induct new Board members to the organisation

Person Specification

Experience and Qualifications required

Essential

- Demonstrable experience at a senior management / leadership level in a similar organisational environment
- Degree level or equivalent in a relevant subject area (Science, Education, Management)
- Working knowledge of Science Centres or visitor attractions
- Knowledge and understanding of Formal Learning provisions
- Practical experience of leading a team, providing strategic direction and knowledge of creating and managing budgets
- Demonstrable and successful track record of writing funding applications and implementing capital investment effectively, especially within an education / science context
- Demonstrable and diverse networks across the scientific community
- Demonstrable experience of raising the profile of an organisation and attracting stakeholders

Desirable

- Practical experience in a senior leadership role in a science learning environment would be advantageous
- Masters degree or post grad equivalent in relevant subject area (Science, Business or Management)
- Demonstrable experience of running a 'not for profit' organisation
- Knowledge/experience of delivering a Capital Expansion Project including coordinating construction contracts and working in public procurement

Personal Qualities (*candidates must be able to demonstrate possessing the following qualities*)

- Passion for education and science
- Flexible and adaptable
- Professional and positive image and attitude
- Inspirational in approach with excellent interpersonal skills
- Motivational with commitment to results
- Personal integrity and credibility
- Commitment to self-development and professional growth
- Effective networking
- Ability to exercise tact and good judgement
- Provide assertive, positive and inspirational leadership
- Excellent analytical, oral and written communication and presentation skills

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible responsibilities and duties.