

[This job description is a genuine finished document that has been altered and sanitised and hence may read a little stilted and weird. It should serve only as an example of the form of document realised by our process. It does not include Job Complexity and Job Timelines]

Job Description

The corporation employs 30,000 workers across three continents. The UK organisation operates within the corporation and is the largest supplier of electronics manufacturing machines in the World. In the UK we employ some 2,000 employees comprising scientists, engineers, and production operatives. The UK turnover reached £100 million in 2022.

The UK organisation is managed by three people – the Chair of the Board, the Chief Engineer, and the Chief Executive Officer.

Job Title: Chief Executive Officer

Job Purpose:

To enable the UK organisation under the Chief Engineer to achieve its aims and objectives of machine delivery by setting up and managing the necessary support infrastructure and products. The infrastructure and products are provided by ancillary staff and sub-contractors.

Reporting to: Chair of Board

Scope and Dimensions:

Manage 35 staff through the staff Senior Leadership Team comprising the Head of Operations and Deputy Chief Executive; the Head of Central Services; the Head of Production Design; and the Head of Communications and Marketing. Some staff work from the Scottish office near Hawick in the Scottish Borders, and from three research centres. Some staff work from home.

Manage a budget of around £3m.

Indirectly lead around 2,000 staff, ten sub-contract firms and three university-based research projects across the UK.

Manage the Hawick office and the research centres. The three research centres have a budget of about £1.5m and are substantially grant funded. The research centres deliver academic research centring on electronics manufacturing.

Manage the organisation Risk Register.

The UK organisation is guided and constrained by its own local strategy and by the strategy and day by day policymaking of the corporation. The UK organisation operates as a devolved

entity. The jobholder works within those constraints and exploits corporation freedoms and assets.

Accountabilities and Responsibilities:

1. In response to corporation strategy and the UK Board strategy, develop the electronics manufacturing business and commercial strategy and financial budget. Develop and agree the strategy and delivery plan. Communicate the strategy and plan across both staff, research partners and sub-contractors. Use the strategy and the plan universally in setting up and managing staff service delivery.
2. Considering the UK Board's requirements, develop the UK organisation's annual budget. Develop a financial plan considering incomes and expenditures. Incomes likely includes concern levies, income from commercial activities, income on activities, research grants, and partnership contributions. Deliver the plan. Prepare statements of accounts and governance reports to show that the UK organisation continually maintains a sustainable financial position.
3. Using the UK Board business and commercial strategy, audit stakeholder opinion. Identify specific assets with whom positive opinion is important. Determine the present organisation reputation nationwide. Build the external communications plan. Run the communications plan. Evaluate and adjust the plan, reporting to the UK and corporation Boards. Achieve positive stakeholder reputation and relationships and ensure positive opinion always.
4. In line with the business strategy and organisational values, build the people strategy. Undertake capability audit, identifying the staff skills and knowledge required to deliver the various plans. Identify the tools and technology needed to deliver the various plans. Determine the required action to eliminate gaps in skills, knowledge, and technologies, and develop the people plan. Run the people plan to ensure that the right person, with the right skills and knowledge and the right technologies, is in the right job, always. Ensure that the right employment environment is in place to enable high quality provision of support to the corporation. Evaluate the success of the people plan regularly.
5. Analyse the delivery strategy and determine what action UK staff need to undertake to support corporate programme delivery. Discuss and agree the necessary actions and outcomes with the Chief Engineer. Identify the necessary activities and communicate those with UK organisation staff. Then manage the activities to completion. Review the success of the outcomes and assess the quality of the support provided to the corporation such that the support provided by UK organisation staff is excellent.
6. Considering the Board strategy, the agreed business and commercial strategy, the demand for various products from customers, and business and commercial targets agreed from time to time, develop the UK organisation business and commercial aims. Build business cases for various products and get Board agreement. Develop

and implement product delivery plans to maximise contribution. Monitor the plan and amend as required to ensure a surplus from commercial activities. Evaluate the product offering considering market feedback and feedback from corporation managers. Adjust the plans to always achieve a positive reputation for the UK organisation.

7. Support the UK Board, the Chief Engineer, and corporation management by accepting from time-to-time other responsibilities.

Job Context and Environment:

At the core of everything that the UK organisation does are the values of integrity, respect, care, companywide beliefs and cooperation. The Chief Executive Officer will be guided always by those values and will ensure his or her staff likewise embrace the values.

UK organisation managers, staff and sub-contractors will be challenged by events requiring action in setting up and managing production facilities. Whilst the Chief Executive Officer is not directly responsible for saleable product delivery, and hence may escape direct involvement in many of these events, such events will impact significantly on the jobholder's responsibilities and accountabilities, requiring the Chief Executive Officer to provide support and corrective action.

The UK organisation delivers to over 5,000 customers and is headed by the Chief Engineer working with 2,000 employees. The Chief Executive Officer supports this activity and hence influences the quality of that delivery by leading their team to provide quality support. The Chief Executive Officer does not direct product delivery.

Relationships With Others:

Internal

The Chief Executive Officer works closely with the Chair of the UK Board and the Chief Engineer, forming a tripartite senior management team.

The Chief Executive Officer is an ex officio member of the UK Board and sits on and monitors the proceedings of various other committees and will accept from such membership from time-to-time agreed actions and objectives within their scope of responsibilities.

External

The Chief Executive Officer will liaise from time to time with industry bodies both in the UK and worldwide; with the corporation senior management team; with the management teams in other corporation subsidiaries; with customer and Government stakeholders and managers including from the Defence Procurement Agency; with stakeholders and managers from universities and other research organisations; with research funders and grant bodies; and with management teams in sub-contractors and partners.