

JOB DESCRIPTION

Post	Director APSE Synergy
Reporting to	Chief Executive Officer and APSE Synergy Board
Grade	£80,000 plus potential £5k subject to performance
Post Purpose	To provide strategic and operational leadership for APSE Synergy by overseeing business development, service delivery, legal and operational compliance and financial management whilst managing a small team

KEY RESPONSIBILITIES

1. To operate with a high degree of autonomy and to take day-to-day responsibility for leading and managing APSE Synergy as a wholly owned subsidiary company, ensuring that it is commercially sustainable, legally compliant, well governed, financially controlled and capable of delivering high-quality services to clients.
2. To lead the APSE Synergy team, supporting the wider leadership of APSE to translate business plan goals into tangible outcomes through consultancy and interim management services, playing a critical role in managing and coordinating the APSE Synergy team and field consultants and associates.
3. To develop and grow the client base of APSE Synergy including local authorities, strategic and combined authorities and related public sector bodies.
4. To expand and develop the pool of approved field associates to meet demand and provide specialist support across local authority and related public sector disciplines.
5. To evaluate market data and company goals to ensure ethical and sustainable delivery of the company's products and services.
6. To deliver direct consultancy work to APSE Synergy clients.
7. To monitor financial performance and ensure compliance with financial processes, quality controls and company and shareholder systems.
8. To ensure structured marketing and promotion across the Local Government sector to grow the company
9. Provide company performance information to APSE's Chief Executive and the APSE Synergy Board, including business and financial performance indicators.
10. To ensure the delivery of the company's operational performance objectives as directed by the APSE Synergy Board and the Chief Executive and to the wider APSE business plan outcomes.
11. To provide assurance to the Synergy Board, APSE Chief Executive and wider shareholders on company conduct and compliance, including governance, risk management, legal and safe processes, company law requirements and Companies House filings.

12. To proactively identify and mitigate risks to the Company, APSE and its shareholders, including operational bottlenecks, market threats and regulatory compliance across the company and its field associates.
13. Comply with the Association's existing policies in relation to Investors in People (IIP), ISO 9001, ISO 27001 and ISO 14001.
14. Other duties and responsibilities within the broad framework of this job description and commensurate with the grade of the post.

KEY TASKS

1. Lead and manage the over-all operation of APSE Synergy, ensuring the company delivers sustainable growth, high-quality services and meets APSE's Business Plan objectives.
2. Provide leadership to the APSE Synergy team to ensure resources are effectively co-ordinated to effectively deliver consultancy and interim management
3. Develop and support APSE consultants and field associates
4. Develop and implement business development strategic to secure new opportunities, strengthen client relationships and expand services across the APSE membership.
5. Oversee financial monitoring to ensure achievement of business targets.
6. Implement appropriate systems to identify, assess and manage organisational risks to safeguard the business and its reputation.
7. Ensure compliance with APSE policies and procedures.
8. Enhance APSE Synergy's position in the market by leading on promotion and marketing strategies.
9. Monitor sector developments and customer needs to inform service improvement and development of consultancy solutions.
10. Report on service development and service performance to key stakeholders such as a Synergy Board and APSE Chief Executive