

JOB DESCRIPTION – Corporate Services Director

Reports to: Chief Executive

Line Management: Support Services (c6 staff)

Job summary

A senior individual with credibility who makes a full contribution as a part of Senior Management Team, supporting CE and Board of Trustees

Work across Haig, building team performance to ensure daily operations support effective delivery of strategic outcomes

Role model leading by personal example; collaboration, values, high standards, behaviour & performance

Lead lasting change across boundaries to build organisational capacity, continual improvement and deliver key projects

Ensure compliance & satisfactory discharge of all legal, regulatory & charitable requirements

Foster a culture of accountability, innovation, continual learning, staff development and well being

Company Secretary and lead on governance, board support, KPIs, risk and organisational policies

Provide strategic advice across corporate areas & ensure effective planning, budget delivery and contract management

Lead the development and successful delivery of Haig's corporate services in a sustainable manner

Used to getting things done, will balance drive and determination with sensitive handling of colleagues' expectations

Person Specification

	Essential	Desirable
Qualifications, Skills & Experience		
Outstanding leadership skills honed at senior level; clear evidence of ability to grow a team	X	
Senior leadership in a complex organisation, preferably gained across different sectors	X	
Comprehensive knowledge of corporate best practice and ability to provide effective advice	X	
Change leader & clear accountability, delivers high quality work against tight deadlines	X	
Skilled in planning, project management, budgeting and service delivery at a senior level	X	
Ability to resolve detail whilst maintaining sight of the bigger picture	X	
A passion for & clear delivery of: learning, innovation & continual improvement	X	
Outstanding performance, collaborative delivery of tasks across team boundaries	X	
Clear ability to deliver outcomes within legal frameworks and legislation	X	
Experience working with the military or veterans, passionate in delivering for beneficiaries		X
Personal Qualities		
Absolute integrity, able to build trust, credibility & influence with diverse teams	X	
Excellent communication, interpersonal & influencing skills to engage across all audiences	X	
A collaborative leader who works with colleagues to deliver strategic outcomes	X	
A self-motivated problem solver, able to challenge and be challenged in line with our values	X	
Able to turn strategy into delivery & make sense of the big picture for the team	X	
Resilient, calm under pressure, willing to go above and beyond to meet beneficiaries' needs	X	
Dynamic, innovative and flexible, able to deliver with minimum direction	X	
Proactive and agile mindset, combines attention to detail with delivery of strategic outcomes	X	
Clear understanding, identification with and commitment to Haig's charitable purpose		X
Commitment to fulfil development, safeguarding and training requirements	X	