JOB INFORMATION PACK

CHIEF OFFICER
THE CHILTERN CONSERVATION BOARD

How to apply

Please complete our application form, together with the equal opportunities monitoring form, which can either be sent electronically to hr@chilternsaonb.org or post to HR, The Chilterns Conservation Board, The Lodge, 90 Station Road, Chinnor, Oxfordshire OX39 4HA to be received no later than by 12 noon on Monday 27 April 2015.

Shortlisted candidates will be interviewed on Tuesday 12 May 2015.

Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and DBS. Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of those offences.

For an informal chat about the post please contact Sally Charman, HR Advisor on 07701 049453 (mobile)
SUPPORTING INFORMATION – CHIEF OFFICER, THE CHILTERN CONSERVATION BOARD

The Conservation Board is an independent body established by Parliamentary Order in July 2004, and has 27 members, 13 appointed by local authorities, 8 by the Secretary of State and 6 are elected by Parish Councils.

The Board’s purposes are given in Section 87 of the Countryside and Rights of Way Act 2000. It is the duty of a Conservation Board, in the exercise of their functions, to have regard to:

- the purpose of conserving and enhancing the natural beauty of the area of outstanding natural beauty, and
- the purpose of increasing the understanding and enjoyment by the public of the special qualities of the area of outstanding natural beauty.

For more information see our website: www.chilternsaonb.org/conservation-board

The Chelterns Conservation Board Team

The CCB is run day to day by the Chief Officer and there is currently a team of 12 staff as shown below who are based at the office at Chinnor, Oxfordshire. It should be noted that following the retirement of the Chief Officer last year the Board set up a Working Group to review the management structure and modus operandi to help ensure the Board fulfils its statutory purposes effectively over the next 5 years (and longer). The outcome of this review may affect the future organisational structure.
JOB DESCRIPTION

JOB TITLE: Chief Officer
LOCATION: The Chilterns Conservation Board,
The Lodge, Chinnor, Oxfordshire OX39 4HA
REPORTS TO: Chair of the Chilterns Conservation Board
RESPONSIBLE FOR: Staff, volunteers, contractors involved in the work the Chilterns Conservation Board

JOB SUMMARY

- To ensure the Chilterns Conservation Board (CCB) fulfils its statutory purposes.
- To be a champion and lead spokesperson for the CCB and Chilterns AONB.
- To work with the Chair and Board members, delivery partners and stakeholders across the private, public and voluntary sectors to ensure that the Board helps to deliver the Chilterns AONB Management Plan and Engagement Plan based on the strategic vision in the Management Plan.
- In conjunction with the Chair ensure that the Board is able to meet its legal and other governance responsibilities.
- To be responsible for staff leadership, management, administration and financial control of the organisation in accordance with the strategic aims of the Board.
- To maintain the profile and reputation of the Board.

KEY ACCOUNTABILITIES OF THE JOB

Strategic and Operational
- To secure and monitor the delivery of the Management Plan 2014- 2019; and prepare and deliver subsequent Management Plans as required by statute.
- To oversee the preparation and implementation of the Board’s annual Business Plan and achievement of targets.
- To advise the Board of the need for or changes in key policies, processes or standards to ensure the CCB is fulfilling these objectives in relation to changes in legislation, new business opportunities or changes in government policy; and develop and implement changes agreed by the Board.

Finance and Governance
- To ensure compliance with the Board’s financial regulations.
- To ensure the Board has sufficient resources for its efficient and effective operation and delivery of its Business Plan.
- To ensure all resources are effectively managed.
• To ensure financial and management accounts and other information as required are provided to the Board on a timely basis.
• To advise and support the Board in its development of strategic planning and monitoring processes.
• To ensure that effective meeting, reporting and advisory arrangements are in place to enable the Board to fulfil its legal obligations and governance requirements and have transparent decision making.
• To support the Chair to assist members to develop their knowledge and skills.

Relationship Management
• To develop effective networks with a range of stakeholders, partners, key decision makers and influencers, including Parliament and central and local government, government agencies, local organisations, landowners, businesses and communities.
• To work with National Parks, other AONBs, national and local environmental and heritage groups and organisations and interested parties and to act as an advocate for the CCB and the Chiltnes AONB locally, nationally and from time to time, internationally.

Leadership and Management
• To provide effective and professional leadership and direction, ensuring that the values and philosophy of the CCB are embedded throughout the organisation and ensuring a high performing organisation that helps deliver the AONB Management Plan and complies with the requirements of regulatory bodies.
• To be responsible to the Board for the overall financial health of the organisation; identifying and managing risks and ensuring the quality of financial reporting.
• To ensure that there is a framework of policies and practices in place that motivates staff and volunteers and encourages their development.
• To lead and manage members of the team, including the setting of objectives, conducting development and performance reviews.

General
• To be committed to the ethos and strategic aims of AONB Partnerships and Conservation Boards.
• To attend meetings and events outside normal office hours as necessary i.e. evenings and weekends.

NB All employees will be expected to comply with CCB’s terms and conditions, rules, policies, procedures, codes of conduct, values, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.

This job description does not constitute a ‘term and condition of employment’. It is provided only as a guide to assist the employee in the performance of their job and the job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.
SUMMARY OF TERMS AND CONDITIONS

Location: Chilterns Conservation Board Office, The Lodge, 90 Station Rd, Chinnor, Oxfordshire OX39 4HA

Please note that due to the nature of the role, the post holder will be required to attend the office most working days and visit sites within the Chilterns Area of Outstanding Natural Beauty frequently.

Salary: £52,320 - £58,921 p.a. plus potential for future performance pay. Salaries are normally reviewed in April.

Working hours: CCB’s standard working week is 37.5 hours. In addition, attendance will also be required at evening meetings and out-of-hours events, and extra hours may be necessary in the course of CCB’s business.

Holidays: 26 days per annum, this increases by 5 days after 5 years service, plus statutory and bank holidays.

Sickness Benefit: one month full pay in the first year, which increases with service to a maximum of 6 months full and 6 months half pay after five years’ service.

Travel: The post-holder will be required to travel throughout the Chilterns AONB area and attend meetings in the UK. All reasonable travel costs incurred as part of the job will be reimbursed within CCB’s approved rates and expense policy – this includes a car allowance payment.

Pension: The Board is a member of the Buckinghamshire Country Council Local Government Pension Scheme (www.buckscc.gov.uk/pension) and employees can make a contribution of between 5.5% and 12.5% of their pay to the scheme.

Probationary period: Six months, during which the notice will be one month by either party. Subsequent to that, notice will increase to four months by either party. A full review will be carried out in the fifth month.

CCB strives to be an equal opportunities employer.

This summary is for information only and does not constitute a contractual agreement.
**PERSON SPECIFICATION**

### Experience & Knowledge

#### Essential
- A demonstrable and proven track record of:
  - success in a strategic leadership role working at CEO (or equivalent) level
  - success and achievement in the management of complex, multi-stakeholder relationships
  - successful development and delivery of strategic policies and plans
  - success in the management of people, budget planning, income generation and other resources
- Strong interest in contemporary approaches to nature conservation, environmental management and historic environment
- Knowledge and understanding of the scrutiny and visibility when managing a high profile organisation.
- A good understanding of the Chilterns AONB

#### Desirable
- Familiarity with governance/committee processes and systems
- A working technical knowledge of at least one of the special characteristics of the Chilterns AONB

### Skills & Abilities

#### Essential
- Excellent communication and presentation skills with the ability to promote and articulate key priorities for the CCB, communicate its vision and with the ability to inspire and enthuse others
- Highly developed and proven leadership and management skills to encourage and empower
- Effective networking and influencing skills
- Ability to manage resources effectively with excellent financial management skills
- Strong decision making skills

### Qualifications

#### Essential
- Educated to degree level or equivalent and/or have a professional relevant qualification or relevant experience

### Other

#### Essential
- A strong and genuine interest in the Chilterns AONB, its environment, wildlife, and its community
- Personally credible with a professional demeanour that generates trust and confidence
- Access to suitable transportation to access all parts of the Chilterns AONB and surrounding areas