

JOB PROFILE: ASSOCIATE DIRECTOR STRATEGY & IMPACT (MATERNITY COVER)

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| Role: | Associate Director Strategy & Impact (Maternity Cover) | Date profile last reviewed: | July 2024 |
| Name: | | Reports to: | Controller |

MAIN SUMMARY OF ROLE:

To lead and manage the Strategy & Impact Directorate, including Research and Evaluation, Applications Development and Business Intelligence which support the mission of the charity Lead our strategy implementation and measurement across the organisation. As part of this, lead and manage research, analysis and programmes which provide insight and support the Fund's strategic direction.. Drawing on data, evidence and insight to maximise impact and support decision-making across the organisation.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Lead and manage organisational strategy and planning, working with ELT members to identify trends, needs and opportunities, identifying strategic issues, and developing strategies in response.
- Lead and manage organisational planning and processes, ensuring consistency and effective working across the organisation, including leading on annual business planning across the organisation, ensuring business plans are in support of organisational strategy.
- Lead, manage and develop strategic plans and measures of success to monitor progress and support their implementation.
- Lead and manage research, analysis and stakeholder engagement to keep abreast of strategic issues and inform the development of strategy across the Fund.
- Oversee data infrastructure across the organisation, including data capture and analysis, and drawing on this to guide planning and decision-making.
- Lead, manage and continue to develop research and analysis.
- Lead and manage impact reporting across the organisation as well as evaluation of specific and discrete areas of work.
- Lead the development of digital solutions to enable increased impact and effectiveness across the organisation.
- Manage the production of statistics, identification of trends and reports across the Fund, including measuring the effectiveness and impact of all aspects of the Fund's provision, analysing and interpreting data, and making recommendations.
- Prepare written evidence and papers for consideration by ELT, and Committees/Board of Trustees, as appropriate.
- Engage with external stakeholders to keep abreast of strategic issues and opportunities and provide analysis relevant to the sector.
- Manage the work and staff within the Strategy and Impact directorate, overseeing activity and providing direction. Recruit, select and performance manage staff in accordance with HR Policies, seeking advice/support from HR as appropriate.

- Contribute effectively to the Executive Leadership Team, including providing relevant insight and evidence to aid with decision-making and development, as required.
- Proactively monitor and manage the Strategy & Impact budget throughout the year.
- Represent the organisation at meetings and events with external organisations as required.
- Carry out any other duties within the scope of the job as requested by the Controller.

COMPETENCIES REQUIRED FOR THE ROLE

| <u>Essential</u> | <u>Desirable</u> |
|--|---|
| <ul style="list-style-type: none"> • Leading and Supervising – providing others with clear direction, motivating and empowering, and setting appropriate standards of behaviour • Deciding & Initiating Action – taking initiative, working under own direction and taking responsibility where appropriate • Working With People – working well as part of a team and supporting others • Relating and Networking - establishing good relationships with colleagues, beneficiaries and external contacts, relating well to people at all levels • Presenting & Communicating Information – speaking clearly and fluently, expressing key points, projecting credibility and undertaking presentations with skill and confidence • Writing & Reporting – writing clearly and succinctly, in a well-structured and logical way • Analysing – analysing data and information, making rational judgements and analyses • Learning & researching – gathering comprehensive information, demonstrating understanding and managing knowledge • Planning & Organising – managing time effectively, meeting deadlines and prioritising workload | <ul style="list-style-type: none"> • Adhering to Principles and Values – upholding ethics/values, demonstrating integrity and promoting and defending equal opportunities. • Formulating Strategies and Concepts – working strategically to realise organisational goals, taking account of a wide range of issues across, and related to, the organisation • Adapting and Responding to Change – demonstrating flexibility in adapting to changing circumstances, accepting new ideas • Persuading and influencing – providing a strong personal impression on others and able to gain clear agreement and commitment from others by persuading, convincing and negotiating. • Entrepreneurial & Commercial Thinking - keeping up to date with sector information and trends and identifying business opportunities • Delivering Results and Meeting Customer Expectations – focusing on customer needs and ensuring a high standard of delivery both in terms of quantity and quality |

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

Academic or Professional Qualifications (or equivalent):

| <u>Essential</u> | <u>Desirable</u> |
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| <ul style="list-style-type: none"> • BA/BSc in a social science field or other relevant vocational field | <ul style="list-style-type: none"> • |

Knowledge/ Experience:

| <u>Essential</u> | <u>Desirable</u> |
|---|--|
| <ul style="list-style-type: none"> • Experience of technology and data infrastructure, including data capture, drawing meaningful conclusions and turning these into recommendations • Experience in undertaking or commissioning qualitative and quantitative research • Knowledge and experience of various data collection methods and analysis of data • Experience of evaluation / impact or managing research projects • Experience of successfully implementing and managing the delivery of multiple | <ul style="list-style-type: none"> • Knowledge and experience of developing strategy and organisational planning • Demonstrable knowledge of social and welfare issues affecting the serving and ex-service RAF community • Experience of working within the charity sector and / or the RAF • Experience of budget management • Experience of working within a case management system • Experience of leading digital developments across an organisation |

| <ul style="list-style-type: none"> • projects including contracts with third party providers | <ul style="list-style-type: none"> • Experience of preparing and producing an annual report and impact report | | | | |
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| <p>Skills/Abilities:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border: none;"><u>Essential</u></th> <th style="text-align: center; border: none;"><u>Desirable</u></th> </tr> </thead> <tbody> <tr> <td style="border: none;"> <ul style="list-style-type: none"> • Excellent IT knowledge, including advanced knowledge of Excel with experience of creating reports </td> <td style="border: none;"> <ul style="list-style-type: none"> • </td> </tr> </tbody> </table> | | <u>Essential</u> | <u>Desirable</u> | <ul style="list-style-type: none"> • Excellent IT knowledge, including advanced knowledge of Excel with experience of creating reports | <ul style="list-style-type: none"> • |
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| <ul style="list-style-type: none"> • Excellent IT knowledge, including advanced knowledge of Excel with experience of creating reports | <ul style="list-style-type: none"> • | | | | |
| <p>Other Requirements:</p> <ul style="list-style-type: none"> • Carry out any other duties within the scope of the job as requested by the Controller. • Travel to other UK locations (as appropriate) | | | | | |

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

