



JOB DESCRIPTION

Job Title: Executive Director of the Cambridge Crystallographic Data Centre

Reports to: Chair of the Board of Trustees

Salary Band: Competitive

SUMMARY OF THE ROLE

The Executive Director is a key appointment for the CCDC. The appointee will work closely with the Board of Trustees of the CCDC, the Senior Management and the staff in order to manage this growing not-for-profit and registered charity in the service of the scientific community and for public benefit. The Executive Director will be accountable for the delivery of the strategic vision, leadership and all aspects of the management of the organisation.

MAIN DUTIES AND RESPONSIBILITIES

Main responsibilities

- Provide progressive, visionary leadership of the organisation in line with the needs of the scientific community, staff and other stakeholders;
- Uphold and promote the Values of the CCDC at all times;
- Formulate plans and strategies, for approval by the Board, to provide services that meet existing and likely future requirements of the scientific and related communities that the charity serves in line with our charitable purpose, ensuring that CCDC retains and enhances its standing in the international scientific community;
- Ensure that such plans and strategies are formulated and implemented to ensure the long-term sustainability of the charity;
- Collaborate with the Board of Trustees to implement and modify the strategic vision for the CCDC as necessitated by organisational and technology needs;
- Identify and deliver further scientific, technological and organisational opportunities for the CCDC;
- Maintain an appropriate team-based structure for the management of the organisation and delivery of objectives;
- Understand and influence the external environment in which the CCDC operates, particularly with regard to regulatory bodies and collaborative projects;



- Ensure that professional and business relationships with the scientific and related communities are handled in a manner consistent with the scientific strategy and with the charitable aims and objectives of CCDC as approved by the Board;
- Develop, implement and monitor the annual and medium-term plans for the organisation together with programmes and projects to meet objectives agreed with the Board of Trustees;
- Ensure that CCDC conducts a programme (either on its own or in collaboration) of relevant scientific research;
- Implement and maintain management policies and procedures in keeping with the ethos of the CCDC and that are compliant with the guidelines Charity Commission and other relevant external authorities;
- Ensure that the CCDC pursues its aims as a charity and operates to the standards and policies expected of a registered charity;
- Lead the effective engagement of the user community at all levels;
- Oversee the effective implementation and maintenance of the quality management system.

Communication and information

- Meet regularly with the CCDC Board of Trustees and to provide timely updates and analysis of CCDC activities on the following:
 - User numbers and contributions
 - Financial performance
 - Staff numbers and salary costs
 - Portfolio analysis including progress on research and development
 - Future financial forecasts
 - Analysis of opportunities and threats
 - Assessment of competition and organisation threats
- Consult as necessary with the Chairman, the Officers and/or a nominated delegate of the Board of Trustees on critical and emergent organisational issues;
- Analyse anticipated problems and present option appraisals to the Board of Trustees for decision making;
- Ensure there is effective communication between the Board of Trustees, the Executive Director, the Senior Management team and all staff;
- Facilitate appropriate links with professional bodies and commercial companies;
- Oversee and co-ordinate health and safety and security matters;
- Ensure that the annual company report is compiled and lodged at Companies House and the Charity Commission in accordance with their procedures.

Financial

- Accountable and responsible for effective financial management, planning and monitoring;
- Ensure that regular financial forecasts are produced and information provided to the CCDC Board of Trustees as and when requested and that financial regulations and purchasing procedures are complied with;



- Ensure compliance with all legal and professional requirements in relation to the financial management of CCDC.

Staffing, Management and Resources

- Ensure that the skills and experience of CCDC's employees are consistent with its scientific, technological and business needs for providing quality in present and future services;
- Encourage staff to represent CCDC at conferences and meetings with research partners and users to continuously grow the scientific reputation of the charity;
- Drive the organisation and development of people policies for the CCDC, including maintenance and development of policies on recruitment, deployment, performance, training, development and all employment law statutes;
- Review and maintain systems and procedures for staff remuneration;
- Ensure that appropriate workload measurement and performance management systems are implemented and maintained.;
- Establish clear organisational structures and succession plans aligned with appropriate responsibilities, accountabilities and personal development for all staff in line with anticipated growth.

Policies and Procedures

- Comply with all relevant policies and procedures
- Complete all documents required by the company policies and procedures



PERSON SPECIFICATION

Education, Skills & Knowledge

Educated to degree level or equivalent	Essential
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PhD in chemistry related field	Desirable
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Understanding of the challenges facing CCDC	Essential
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Significant structural chemistry/data management expertise	Desirable
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Knowledge of crystallography and/or a good appreciation of the value of structural information and how it is used.	Desirable
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Knowledge of non-profit organisations	Desirable
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Excellent communication and presentation skills at all levels including presenting information at board of director level	Essential
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Demonstrable influencing skills	Essential
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Strong negotiating skills	Essential
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Excellent leadership and diplomatic skills	Essential
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Abilities

Analytic strategic thinking/problem solving	Essential
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Delivering work to deadlines	Essential
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Managing a diverse team of staff	Essential
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Ensure an effective and responsive service is provided	Essential
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Effective management of financial resources	Essential
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Able to undertake substantial international travel	Essential
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Experience

Can demonstrate senior leadership experience with a significant track record of success. Essential

Experience in an organisation involved in structural science and/or software development or a related company Desirable

Experience commensurate with an executive management position Essential

Experience in pharmaceutical or consumer-based industry or in a senior, scientific academic role Desirable

Demonstrate a high level of personal merit and performance at a senior level Essential

Demonstrate a capacity to lead and develop initiatives within a strategic framework Essential

Chairing and managing high level internal and external meetings Essential