



Job title	Chief Executive Officer	Job family and level	Administrative, Professional and Managerial Level 7
School/ Department	Registrars	Location	Lakeside, University Park Campus

## Purpose of role

This role is accountable for proactive, strategic leadership for Lakeside Arts, ensuring we realise our vision to enrich lives through creativity and culture, and that Lakeside can provide a true 'Welcome to the University of Nottingham' for all visitors and stakeholders including students, staff and the general public of all ages and abilities.

Our Chief Executive Officer will lead our amazing creative and operational teams to ensure major decisions are made in a timely way and our teams are enabled to fulfil their roles to the best of their ability. They will embody the University values, being ambitious for Lakeside and creating learning opportunities for everyone both within our Lakeside family, as well as those within our wider local and civic communities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<b>Strategic Leadership - Provide vision, leadership and direction to Lakeside Arts</b> , through effective partnership working with the internal team and a wide range of external funders and stakeholders to achieve our mission. <ul style="list-style-type: none"><li>Maintain and enhance Lakesides excellent reputation through strategic networking, development of strategic partners and promotion of the Lakeside vision.</li><li>Work with UoN UEB and Senior Leaders to provide advice and information regarding the achievement of our Lakeside strategic ambitions and performance, and how they realise the ambitions for UoN overall.</li><li>Enable all team members to understand how their role contributes significantly to the overall realization of the Lakeside vision, lead through team members rather than to team members.</li></ul>	30%
2	<b>Accountable for financial leadership of Lakeside Arts.</b> <ul style="list-style-type: none"><li>Accountable for income generation, funding &amp; commercialisation.</li></ul>	30%

	<ul style="list-style-type: none"> <li>• Ensure strategic projects and initiatives are managed and delivered to the highest standards and fully compliant with relevant funding conditions.</li> <li>• Ensure that there is an effective approach to resource and performance management, risk management, audit and compliance.</li> <li>• Develop relationships with core funders, partners, corporate organisations and individual donors to maximise their contribution to Lakeside Arts.</li> <li>• Ensure Lakeside Arts has sustainable sources of income from public funders, trusts, foundations, corporate partnerships and individuals to meet our current and future financial needs.</li> <li>• Identify and develop new commercial opportunities for Lakeside within its remit and in keeping with its vision.</li> </ul>	
3	<p><b>Lead Lakeside's big-picture fundraising</b> and resource development plans:</p> <ul style="list-style-type: none"> <li>• Work with the Deputy CEO and creative team to identify opportunities to develop and innovate within Lakeside programmes</li> <li>• Articulate the vision in order to engage stakeholders including artists and creatives, and to enable the team to advocate for, and realise the vision, through all programmes of work.</li> </ul>	20%
4	<p><b>External Relations</b></p> <ul style="list-style-type: none"> <li>• Act as an ambassador for Lakeside, our programmes and impact to a wide range of audiences.</li> <li>• Maintain and develop excellent working relationships with the key partners and agencies to promote Lakesides mission.</li> <li>• Lead on advocacy, external relations and communication plans, including working with press and media to increase stakeholders' understanding of Lakeside's role.</li> </ul>	20%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• The ability to inspire, lead and motivate a team</li> <li>• Understanding the significance of learning, participation and engagement in and through the arts.</li> <li>• Strategic planning and creative thinking skills, with the ability to see the 'big picture'.</li> <li>• Excellent interpersonal and communication skills with demonstrated ability to build trust-based relationships both internally and externally.</li> <li>• Proven ability to deal with complex situations and create solutions.</li> <li>• An innovative, entrepreneurial approach to creating new business opportunities and partnerships.</li> <li>• Ability and understanding to meet funding conditions.</li> <li>• Balancing artistic risk-taking with financial viability and commercial sense.</li> <li>• Confident with public speaking and exposure to the media.</li> <li>• Up to date knowledge and understanding of the arts and creative sector nationally and internationally, and growth opportunities.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience of Executive Leadership in a related industry.</li> <li>• Experience of working in an arts or creative industries leadership role.</li> <li>• Proven experience of working with creative individuals and creating the right conditions for artistic excellence to flourish.</li> <li>• Identifying, establishing and managing new strategic partnerships</li> <li>• Knowledge and experience of arts funding systems and other investment opportunities.</li> <li>• Proven track record of fundraising from public and private sources.</li> <li>• Wide range of contacts and networks in the arts, cultural and creative economies nationally.</li> <li>• Strong track record of leading organisational performance at a strategic level.</li> <li>• Prioritisation &amp; delegation of a series of mutually dependant priorities/plans and areas of work</li> <li>• Proven experience of building relationships with and working closely with key external partners.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Role modelling staff development, appraisal and performance management regimes and delivery of measured and sustained improvement.</li> <li>• Experience of leading change.</li> <li>• Budget and resource management experience.</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent in an Arts related subject or substantial equivalent experience</li> </ul>	



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

<b>Valuing people</b>	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
<b>Taking ownership</b>	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
<b>Forward thinking</b>	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
<b>Professional pride</b>	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
<b>Always inclusive</b>	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

## Key relationships with others



