



Union Group Holdings Job Description

Post Title: General Manager

Purpose:

- You will be responsible to the Board of Directors for management and development of the company in the UK and internationally, to ensure efficient running in accordance with Union Group's policies, practises and financial structures.
- To be accountable for leading, managing and developing the company.
- To develop and enhance the reputation and scope of the company in the UK and internationally.
- To effectively manage and deploy staff, financial and physical resources.

Reporting to: Union Group Board of Directors

Liaising with: Chief Executive Officer, Directors, other government agencies, companies.

Location: London (with occasional travel)

Working Time: Full-time (39 hours p/w)

Salary/Grade: £32,000 - £37,000 p.a.

Application Date: TBA

Qualifications

An upper second-class honours degree or above is required although a Marketing, Business Studies, or Management degree may be helpful. Previous experience is highly valued but not mandatory.

Main Duties

Delivery

- Manage the implementation of high quality provision according to project contracts and/or service specifications and Union Group's values.
- Implement strategies and be responsible for the achievement of targets.
- Oversee the fulfilment of investment requirements/project target objectives.
- Liaise with stakeholders and investors as appropriate.
- Provide an appropriate level of presence in different locations.
- Oversee policy and practise implementation i.e. allegations, incidents, etc.
- Implement improvements identified by the Board of Directors.
- Participate in recruitment and induction of new staff.
- Supervise staff to help them fulfil their own job descriptions.
- Organise and lead meetings for staff, including team meetings and regular planning and monitoring.

- Authorise expenses, leave and sick leave and keep appropriate records.
- Manage administration relevant to the work of current and potential projects and investments.
- Coordinate the use of office space, rooms, desks, computers in accordance with operational requirements.
- Complete any administration relevant to the contracts and projects the company manages.
- Promote Union Group projects and investments with relevant government agencies.
- Network and liaise with local government bodies.
- Prepare for and attend investors meetings.

Quality

- Manage and assess evaluation practises; quality standards framework practises; customer feedback practises; self-assessment reports.
- Systematically evaluate all elements of service delivery and quality by consulting with end users and customers.
- Propose and oversee any agreed quality improvements to delivery.
- Review and develop new practises accordingly.
- Implement all policy and practise relating to the management of staff and delivery.
- Monitor regularly all recording and administration systems and feedback to staff.
- Manage the collection of data appropriate for evaluation.
- Participate fully in management team meetings and training.
- Produce reports for all projects when requested.
- Be responsible for any required reporting.
- Set a good example in terms of dress, punctuality and attendance.
- Be proactive in matters relating to health and safety.
- Report any concerns to the Board of Directors.
- Participate in monitoring and evaluation, i.e. attendance, punctuality, achievement, etc.
- Uphold the behaviour practises of the company.
- Attend supervision, team meetings and staff days.
- Administer and maintain resources.

Development

- Participate in strategic planning with the Board of Directors.
- Participate in the strategic development of the company.
- Develop evaluation methods and oversee their implementation.
- Devise strategies to develop current investments in terms of greater productivity and revenue.
- Initiate new thinking to current investments to meet changing market needs.
- Work with investors, if possible, to create a comprehensive and sustained future business plan.
- Plan and implement annual development plans as agreed with the Board of Directors.
- Plan and implement an annual marketing strategy as agreed with the Board of Directors.
- Collate data and case studies for use in marketing activities.
- Propose policy development to the Board of Directors.
- Participate in the development of the company with the Board of Directors.
- Develop strategies for staff training.

Finance

- Understand the capital requirements of all current projects.
- Set and manage the budget as agreed with the Board of Directors.
- Manage budgets, monitor finances against outcome targets.
- Meet pre-agreed finance budgets.
- Process payments and pass on details for invoicing within the agreed timescales.
- Implement spending controls according to company protocol.

Other Specific Duties

- To contribute to staff CPD.
- To continue individual professional development.

Employees will be expected to comply with any reasonable request from the Board of Directors to undertake work of a similar level that is not specified in this job description.