



Job Title	Chief Executive	Reports To	Chair, Port Skills and Safety Board
Primary Working Relationships	Chair, Board, PSS employees and any other staff including retained consultants; membership, regulators, trade unions, government regulators and contacts at other bodies including partner membership associations.		

PSS Purpose Statement

We are the standards-setting body for the ports sector and work with employers and other key stakeholders on health and safety and to maintain a suite of national occupation standards for port operatives, harbour masters, marine pilots and VTS.

PSS also administers a series of work and advisory groups, including the long-established Port Skills and Safety Group, which provides the industry with a forum for health and safety practitioners (and others interested in health and safety) to learn about and discuss current industry issues, and to share information through partnership and consultation.

We take common action on behalf of members, collaboratively devise industry-appropriate standards, and support the development of fit-for-purpose regulation, policy and guidance. We make the case for industry and campaign on issues, influencing decision and producing industry relevant outcomes. We support and connect our members with resources, guidance, events and training.

Overall Objectives/Purpose of Role

Lead and inspire PSS member organisations and team to deliver PSS safety and skills strategies.

Deploy multi-channel communication skills, internal and external, across diverse stakeholder groups from port operators to senior government ministers and CEOs. Exploit social media channels to widen impact and influence.

Build relationships, collaborate, balance competing interests and influence across the port sector and with industry stakeholders including HSE, MCA, government departments, policy makers and trades unions.

Develop aligned safety and skills strategies. Focus on future skills and evolution of safety legislative frameworks.

Review PSS business model and benefits to develop strategy to increase membership and revenue.

Manage relationship with other sector bodies and provide sector lead on safety and skills agenda, e.g. UKMPG, BPA, Maritime UK.

Identify, develop and direct the implementation of membership-driven PSS business strategy and key objectives. Facilitate deployment and delivery by membership organisations.

Manage annual budget and reporting requirements.

Lead a small team of professionals.

Main Duties & Specific Accountabilities

Board Administration & Support

Identify, develop and obtain Board approval for and direct the implementation of business strategy.

Formulate policies and planning recommendations for Board approval.

Recommend yearly budget for Board approval.

Assist in the selection and evaluation of Board members.

Ensure the Board and staff have sufficient and up-to-date information including that necessary for fulfilling financial and auditing accountabilities with Companies House.

Vision & Leadership

Identify and develop strategy for UK ports for health, safety and skills. Advocate and promote the organisation and stakeholder change related to the organisation's mission and articles of association.

Maintain and develop the organisation's culture, values and reputation with all staff, customers, suppliers, partners and regulatory/official bodies.

Develop media and communication strategy and deployment.

Set sector-leading standards – develop, deploy and lead on national skills framework/standards.

Management

Oversee operations of organisation, including design, marketing, promotion, delivery and quality of programmes, products and services.

Develop a clear communication plan for members.

Manage relationships with PSS members, taking necessary action to retain existing members.

Increase membership and revenue in order to enhance organisational impact, reach and services.

Develop full employee lifecycle skills agenda, e.g. create skills national standards steering group which is parallel to existing health and safety group.

Represent the sector in national and regional skills policy.

Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, environmental policies and general duty of care.

Recruit, manage and develop direct reporting staff.

Ensure the organisation and its products, services and mission programmes are consistently presented in strong, positive images to relevant stakeholders, maintaining the brand and value proposition of the organisation.

Maintain sufficient awareness and knowledge of contemporary health, safety and skills theory and methods and provide suitable interpretation to the Board and team members.

Create and maintain effective communication networks that identify the ongoing needs of members and key stakeholders.



Promote the views of key stakeholders to relevant government agencies on issues pertaining to health, safety and skills.

Financial, Tax, Risk & Facilities Management

Prudently manage the organisation's financial and physical resources, within budget guidelines and according to current regulations.

Secure Board approval for payroll, tax, insurance, bookkeeping, company secretariat and audit services.

Report to the Board on risk management matters.

Experience & Knowledge

Demonstrable success in leading an SME limited company, including strategy design and delivery, change management and Board relations, with a track record in health, safety and skills.

Proven success in devising and delivering:

- budgets, revenue, service improvement
- operational and resource plans, including KPIs
- risk management
- statutory compliance, including health and safety, skills, financial, HR and data.

Proven ability to successfully engage with and influence customers, stakeholders, delivery partners and service providers.

Excellent communication skills, including social media.

Experience of managing people successfully, including performance management, development and coaching.

Experience in project planning, delivery, working to timescales, prioritising workload, meeting budget and problem resolution.

Excellent writing skills and the ability to create editorial and technical writing output that is tailored to its audience, in a timely manner. Range: specialist, operational, management, CEO and Board level.

Board and other meetings; produce agendas, papers and minutes.

Qualifications

NEBOSH National Diploma/NVQ Level 6 Health & Safety/Chartered Member of IOSH.

Experience in working with regulators and government officials.

Experience of skills and education bodies across the UK.