

Chief Executive Job Profile

Summary of role

The Chief Executive is responsible for the effective executive leadership and management of the British Library, within the strategic framework agreed by the British Library Board, and for meeting its statutory objectives under the British Library Act 1972 and contractual obligations.

Accountability and reporting lines

The Chief Executive reports to the Chairman of the British Library and is accountable to the British Library Board. He/she acts as accounting officer to the UK Parliament.

In carrying out his/ her role the Chief Executive fulfils the following functions:

Service delivery

- Provides overall leadership and management of operational activities, to achieve the organisation's targets and objectives.

Relationship with sponsor department

- Negotiates with the Department for Culture Media and Sport over budget, levels of autonomy and monitoring, strategic development, and service targets.
- Agrees with the Department for Culture Media and Sport suitable performance targets and the resources necessary to achieve them.
- Handles politically sensitive issues.

Strategic development

- Develops plans to deliver the organisation's strategic aims and objectives.
- Develops clear and achievable financial and corporate plans for the organisation.
- Assesses the strategic and operational implications of proposed new business areas.

Financial responsibilities

- Exercises the duties and responsibilities of the Accounting Officer.
- Is responsible for managing budget spending, maintaining a full financial account and arranging an annual audit.
- Is responsible for propriety, regularity and value for money.
- Takes action to assess and minimise risk.

Legal obligations

- Ensures that the organisation operates strictly in accordance with its legal responsibilities.

Evaluation of organisational performance

- Drives continuous improvement and efficiency in service planning and delivery and customer care, measuring performance and instigating any necessary remedial action.
- Evaluates and reports to the Board on the overall performance of the organisation.

Promotion and representation

- Represents the Library at the highest levels, nationally and internationally, including with stakeholders, the media and the corporate and public sector, and in an environment where fundraising, attracting sponsorship and developing new income streams will be increasingly important.
- Leads the Library's fundraising efforts, builds relationships with major existing and potential donors.
- Implements an effective marketing and communications programme to raise and promote the profile of the organisation.
- Builds effective internal and external communications.

External relationships

- Develops good relations and working arrangements with partner organisations, major stakeholders, the Department for Culture Media and Sport and other government bodies (e.g. The Foreign and Commonwealth Office, Department for Business, Innovation and Skills, Funding Councils, Research Councils etc), and also, internationally, promotes overseas partnerships with cultural and research institutions

Advisory role

- Provides advice as appropriate to Government and other relevant bodies on policy issues.
- Advises the Board on the operational implications of government policy and legislative developments in both the UK and EU.

Supporting the Board

- Supports the Chairman, the Board and its committees to meet their responsibilities.
- Ensures that the Board is properly advised and consulted, enabling effective and timely decision making.

Staff management

- Has overall responsibility for all staff issues.
- Motivates and provides leadership for the senior management team.
- Leads on the recruitment, appointment and management of senior staff.
- Ensures the existence of robust management disciplines including performance management arrangements and controls.
- Drives forward the organisation's policies on equality and diversity, and staff development.

Candidates must have:

- Commitment to, and understanding of, the work and functions of the British Library and the sectors it serves – including collection development and stewardship, the provision of access to the collections in support of research and innovation, and its public programmes – and the Library’s public service and entrepreneurial goals;
- Understanding of the complex issues facing national libraries (and, indeed, libraries, information services and archives generally) in a changing media world. Digitally ‘savvy’ - appreciates the potential of new technologies including digitisation;
- Exceptional leadership skills which provide articulate and implement a strategic vision;
- Management skills – proven competence at senior or CEO level to build teams and in financial and operational management, to run an efficient and effective complex organisation;
- Able to work with a Board of Directors and to inspire and motivate staff at all levels to join in the achievement of shared goals;
- Strong commitment to, and/or a proven track record in, leading fundraising success;
- Exceptional advocacy, presentation and interpersonal skills to promote and represent the Library to a diverse set of audiences both nationally and internationally, and the capacity to be one of the UK’s pre-eminent cultural leaders specialising in archival/library leadership;

Candidates should also be able to demonstrate:

- A proven record of leading transformational practices in response to a dynamic information management environment e.g. digitisation, national broadband network, on-line access to information;
- A proven record of achieving organisational goals through effective deployment of strategy, change management and innovation (in the Government context would be an advantage);
- Ability to build on the brand of the British Library in developing relationships with the philanthropic sector and entrepreneurial partnerships with the business sector to generate fundraising and business opportunities;
- Capacity to balance the Library’s entrepreneurial and commercial imperatives with its leadership, service delivery, sector development and public benefit agendas;
- Strong understanding of governance and risk principles in a public sector environment;
- Enthusiasm, energy, commitment and flexibility to lead the British Library into the next important phase of its development.

8 Terms and Conditions of Employment

1. Contract - The successful candidate will be appointed on a permanent contract by the British Library Board following approval of the remuneration package by the Secretary of State for Culture, Olympics, Media and Sport.

2. Board Membership - The successful candidate will also be appointed as a member of the British Library Board for the duration of his/her appointment as whole-time Chief Executive of the British Library.

3. Remuneration - Attractive six figure remuneration package.

4. Pension – Access to the Civil Service Pension Scheme.

5. Relocation - Relocation assistance is available, within the criteria of the Library's Relocation Procedure.

6. Leave - 27.5 days per year (excluding bank holidays).

7. Hours - You will work the hours required to do the job. In addition, you will be required to undertake official duties both in the evening and at the weekends.

8. Location - The Chief Executive will be based at the Library's St Pancras location. International travel and travel between Library sites is a requirement.

9. Medical and Security Clearance - Appointment will be subject to satisfactory references, medical and security clearances.

10. Probation - Appointment is subject to the satisfactory completion of a six month probation period.

11. Equal Opportunities - We recognise the value of employing people with different backgrounds, competencies, skills and abilities who can bring new ideas to help us deliver high quality services. Our commitment means that no employee will be discriminated against. An Equal Opportunities monitoring form is included in this pack (see 'How to Apply').