



Chief Executive



Welcome from the Chair

Dear Applicant

We are delighted that you are interested in joining the Federation for Industry Sector Skills and Standards (FISSS).

Our members are groups of employers who collaborate on skills in their sectors. They are vital contributors to the development of a skilled and resilient workforce equipped to cope with the significant changes to the structure of economy now and in the future. This is a particularly important and exciting time for the Federation as members have asked us to become more active in advocating for the value of their work and supporting their engagement with government on making the skills system work for all – now and in the future. We approach our work with a renewed sense of purpose and a refreshed strategy.



We are looking for a Chief Executive with a recognised profile and background in corporate affairs, who can bring a deep understanding of influence and engagement that inspires and galvanises change. You will work at the interface between industry and key influencers and opinion-formers, including Government, the media and an increasingly diverse range of delivery and membership bodies active in the skills arena. Under your leadership, the Federation will ensure it is geared up to deliver for members and the wider skills community in a rapidly changing and uncertain world.

Our next CEO will have an outstanding record of achievement in corporate or external affairs, ideally gained in another influential membership body. While a background in Skills is not necessary, you will bring excellent networks across Government, public policy and the broader influencing community, and will be able to use your insight to make connections quickly. You will see how a strong and vibrant UK economy depends on the availability of skills across industry and will be driven to develop and lead the Federation to play a much bigger role in shaping the future. With a sharp and intuitive understanding of how a trade body can leverage support and drive change, this is an unrivalled opportunity to make your mark.

We very much hope that the chance to shape the Federation's future appeals to you, and that you will consider applying to join us.

A handwritten signature in black ink that reads "Julie Mellor".

Dame Julie Mellor
Independent Chair



About the Federation

The future of our labour economy is crucial to the UK and we want to make it easier for our members to contribute to a productive and resilient UK workforce, and to help government consolidate a UK skills system that is recognised by employers and workers as best in class. Our new mission is to make it easier for members to contribute to a UK workforce which:

- Is resilient – an adaptable workforce, able to meet current and future skill needs particularly in sectors vital to our economy
- Contributes to UK productivity improvements, and where
- Everyone can improve their skills at all stages in their lives

A UK skills system that is considered by government, employers and workers to be effective and efficient:

- Straightforward to understand and operate
- Flexible to the needs of different sectors
- Adaptable as skill needs change
- Producing the right number of people with the right skills at the right pace to meet labour market needs

The Federation will do this by:

- Research and insight on the labour market, skills system, and member impact to enable members and government to consider the efficacy of the skills system and its parts
- Services to members to make their job easier: policy & practice networks and an Assessors Guild
- Financial sustainability through membership fees, certification revenue, Assessors Guild income and a software product called ACE 360
- Value for money for members through continuous focus on skills, systems, processes, financial management and governance that make us fit for purpose.



Our Board

Our Board currently consists of:

Julie Mellor, Chair

Seetha Kumar, Screen Skills

Ann Watson, Semta

Joanna Woolf, Cogent

Nick Ellins, EU Skills

John Rogers, Workforce Development Trust

Marcus Potter, Lantra

You can find out more about the Federation by visiting www.fisss.org

Role Profile

Role title	Chief Executive
Accountable to	Independent Chair
Role purpose	To enable Federation members to contribute to a resilient workforce in the UK and contribute to an efficient and effective skills system.

Key Responsibilities of the role

- To position the Federation as a leading authoritative and influential voice and as a nationally recognised source of evidence and insight on the labour market, operation of the skills system and the beneficial contribution of sector-based employer collaborations on skills.
- To promote the Federation and represent its members to government, policy makers and opinion formers on all aspects of current and future skills and labour economy development.
- To develop, pursue and embed strategic aims, a business model and financial strategy. Oversee the development of high-quality plans to achieve our strategic aims and hold accountability for delivery.
- To act as change agent and deliver organisational change as required to make sure the organisation is healthy, effective and efficient. To involve Federation staff in developing an organisation that is equipped with the skills to deliver, and is empowered, and held to account for delivery of its aims.
- To deliver income targets agreed with the Board with a mix of membership fees and commercial income. Review return on investment with regard to the Federation's products and services and oversee the successful development and implementation of all commercial activity to provide for long-term financial sustainability.
- To establish a results-oriented culture which encourages quality in service delivery and insight, engagement and influence from research activity.
- To deliver sound governance arrangements to meet member requirements and enable the Board to fulfil its formal responsibilities.

Person Specification

In your application for this appointment, please reply directly to the Knowledge and Experience criteria outlined below. The criteria set out under Skills and Leadership Style will be explored at interview with selected candidates.

Knowledge and Experience

- Influencing: outstanding record of achievement in the field of corporate or external affairs, with a substantial track record of success in persuading, influencing and galvanising change on a system wide basis.
- Leadership and direction: the successful candidate will have managed an organisation or large division or department successfully and have experience of turning broad aims and direction into practical plans for delivery.
- Experience of building an influential organisation that is universally credible and well regarded would be an asset.
- Understanding of research, insight and the implications of research findings, including recommendations for action by all parties. Experience in a skills related field such as labour economics, policy on labour markets, skills policy, strategy or delivery would be an asset.
- Experience of creating and managing a healthy organisation, including staff engagement, stewardship of resources, skills development, and the policies, systems and processes needed for sustainable delivery.
- Change management and leadership will be essential. The successful candidate will bring recent experience of creating performance and results-oriented cultures.

Skills and Leadership Style

- Clear leadership style; creates strong teams and has the capacity to inspire and motivate staff and stakeholders to deliver an ambitious strategy.
- Driven and works at pace; sharp business acumen and entrepreneurial flair.
- Ambassadorial qualities: builds confidence quickly and is skilled at persuading and influencing.
- Organisational nous. Able to deliver stretching organisational objectives and embed a culture where performance is paramount.
- Intellectually curious and rigorous analyst.
- Passionate about contributing to the development of a skilled, resilient workforce for business and the UK economy.

Terms of Appointment

Salary	This role attracts a six-figure package. Starting salary will be dependent on experience.
Location	Flexible. There is an expectation of time in Edinburgh (where the Federation's operations are centred) and London where the organisation engages with English government as well as the other three nations. Several other senior staff are home-based.
Pension	Access to personal pension scheme with employer contributions of 8% and employee contributions of 5%.
Annual leave	25 days annual leave.
Life assurance	Four times salary.
Private medical	Available (subject to P11D taxation).

How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet.Taylor@starfishsearch.com and we will be happy to arrange a call.

To make an application, please provide by email to Juliet.Taylor@starfishsearch.com

- your CV (no more than three sides)
- a supporting statement that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria.
- we would be grateful if you would also tell us your current salary details (we do not disclose this to our clients without your consent).

We would also be grateful if you would also complete the Equality and Diversity monitoring form provided. This form is for monitoring purposes only and is not treated as part of your application; you can email the form back to us when you apply and our team will collect it.

Closing date **Friday 20th September 2019**

First round interviews (London) **w/c 30th September 2019**

Agreement of the final shortlist **w/c 7th October 2019**

References taken up for shortlisted candidates and a chance to meet stakeholders **Following confirmation of the shortlist**

Final interviews **w/c 14th October 2019**