Nottingham Ice Centre Limited

Interim Chief Executive Officer

Reporting to:	**Chair and Board of Directors**
Location:	**Nottingham (NG1 1LA)**
Contract:	**Interim appointment - anticipated duration 6-9 months**

Role purpose

The Interim Chief Executive Officer (CEO) will provide visible, confident and effective leadership to Nottingham Ice Centre Limited (NIC) during a defined period of transition.

The immediate focus of the role will be to provide organisational stability, maintain safe and effective operational and commercial delivery, strengthen financial and governance disciplines, and ensure that the organisation is well positioned for the appointment of a permanent Chief Executive.

Working closely with the Chair, Board, Senior Leadership Team and Nottingham City Council as shareholder, the Interim CEO will provide clear leadership, establish priorities, address immediate risks and oversee delivery of the most important recommendations arising from the recent independent Governance Review.

This is principally a stabilisation and implementation role. The Interim CEO will not be expected to develop a full long-term strategy or undertake wholesale organisational redesign but should identify matters requiring longer-term attention and ensure these are clearly handed over to the permanent CEO.

Key responsibilities

- Provide visible organisational leadership and stability, giving the Senior Leadership Team and wider organisation clear priorities during the interim period.
- Lead and hold to account the Senior Leadership Team, ensuring effective collaboration, clear ownership of priorities and timely escalation of significant issues.
- Maintain safe and effective operational and commercial delivery across NIC's activities, intervening where necessary to address immediate risks or barriers to delivery.
- Build an effective working relationship with Nottingham City Council as shareholder, supporting clearer engagement and practical alignment while respecting the respective roles of shareholder, Board and executive team.
- Work with the Finance Director and Finance, Audit and Risk Committee to maintain a clear grip on financial performance, cash, forecasting, commercial risk and key controls.
- Strengthen essential internal controls and organisational assurance, focusing on areas of greatest immediate risk or weakness.

- Convert the priority recommendations from the Governance Review into a practical, sequenced implementation plan with clear owners, timescales and reporting arrangements.
- H&S and Licensing
- Support the introduction of clearer delegated authority, decision-making and escalation arrangements, including priority work on the Scheme of Delegation and reserved matters.
- Improve the quality and timeliness of management information and assurance provided to the Board, particularly in relation to significant financial, operational and commercial decisions.
- Work constructively with the Chair and Board to improve the effectiveness of the Board/Senior Leadership Team relationship and ensure Board decisions are implemented and followed through.
- Maintain critical external stakeholder relationships where continuity or active executive involvement is required during the transition.
- Identify any immediate organisational capability, resilience or succession risks which could materially affect delivery during the interim period, and take proportionate action where required.
- Prepare for transition to the permanent Chief Executive by maintaining a clear record of priorities, risks, actions completed, work in progress and matters requiring longer-term attention.

Immediate priorities

During the appointment, the Interim CEO would be expected to focus particularly on:

1. stabilising the organisation and establishing clear leadership of the Senior Leadership Team.
2. maintaining safe and effective operational and commercial delivery.
3. establishing a clear view of financial performance, cash, forecasting, controls and key commercial risks.
4. improving practical working relationships between the Board, Senior Leadership Team and Nottingham City Council; and
5. putting in place and driving a prioritised implementation plan for the Governance Review recommendations.
6. strengthening immediate internal controls, Board assurance and decision-making disciplines.
7. leaving the organisation in a stable and well-documented position for handover to the permanent Chief Executive.

Person specification

The successful candidate is likely to be an experienced Chief Executive, Managing Director or senior executive who is comfortable stepping into a complex organisation at pace and providing calm, practical leadership through a period of transition.

They should demonstrate:

- substantial senior leadership experience in a complex commercial, public sector, leisure, venue, sporting or similarly stakeholder-rich environment.
- the credibility to lead an established Senior Leadership Team and make or facilitate difficult decisions where required.
- strong commercial and financial judgement, with the ability to identify and address immediate risks and control weaknesses.
- practical experience of governance, internal control, risk management and Board assurance.
- to be ultimately responsible for Health and Safety and Licensing compliance and the day-to-day management of the Company, to ensure the highest standards of excellence and safety OR To ensure compliance with the requirements of the Health & Safety at Work Act 1974 and all other statutory and regulatory legislation
- a clear understanding of the distinction between executive management, Board governance and shareholder oversight.
- experience of working effectively with Boards, shareholders, public bodies or other significant institutional stakeholders.
- a delivery-focused approach, with experience of turning recommendations into practical, prioritised action.
- excellent judgement, resilience and the ability to establish trust quickly in a sensitive or changing environment.
- a collaborative but appropriately challenging leadership style; and
- the ability to leave a clear, stable platform and effective handover for a permanent Chief Executive.