

Annex B

City of York Trading Limited – Managing Director

Overview

CYT Ltd is owned by City of York Council and provides interim/casual staff to a range of organisations, including the Council. The company is looking to grow in terms of the range of organisations it provides casual staff to, and to consider other product offerings.

We are seeking a part time MD to oversee the development of the company, and to take forward growth opportunities in the medium term.

The role is part time, and is envisaged to consist of two days per week. Remuneration on a pro rata basis will be £20,000 (i.e. for 2 days), plus performance related pay. The term of engagement will be for a fixed term of 2 years. This may be extended subject to renegotiation and review of the business at the time.

Responsibilities

You'll be responsible for the performance of the company, dictated by the board's overall strategy. You'll report to the chairman of the Board.

Key responsibilities will include:

- Successfully implementing company policy and business plans
- Developing strategic plans for the business
- Growing the company through increased turnover and profit, both for existing services provided, and development of new trading opportunities
- Maintaining relationships and effective working between the Shareholder Group and the board
- Maintaining effective relationships with the Council
- Assisting the Council in the development of new services to be traded through the company
- Overseeing the financial planning for all aspects of the business, supported by finance
- Managing any staff employed by the company
- Assuming full accountability for the board for all company operations
- Representing the company in public at events or with the press.

- Working alongside other board members to identify operational performance measures and will require an understanding of finance related issues in order to analyse company performance.

Skills and Experience Required

- **Visionary leadership, with experience of developing a business and growing turnover and profit**
- **Experience in an HR related business, such as provision of casual staff, or a related field**
- **Ability to motivate a workforce, with experience of staff management**
- **Effective management and delegation skills**
- **Communication and negotiation, with experience of developing successful branding and marketing strategies**
- **PR and presentation skills**
- **Strong financial planning skills**
- **Planning and forecasting skills, with experience of developing business plans**
- **Complex problem solving skills, with experience of developing solutions to difficult issues**
- **Effective decision making and experience of managing the governance issues related to companies**

Performance related pay (PRP)

The PRP scheme will be set out in detail as part of the contract terms. However the general scheme will consist of PRP that consists of the following

- On profits from Non Council business above £100,000 pre tax profit – payment of 5% (e.g. £200,000 profit would generate a payment of £5,000)

Note - Schools are assumed as Non Council activity. The calculation of the PRP will be done as part of the final accounts preparation and the external audit of the accounts, and subject to board approval. Any PRP would be pro rata to the period of employment in the relevant financial year.