



Chief Executive

The role of Plaid Cymru's Chief Executive combines elements of governance, leadership, management, compliance, communications and strategic development. The Chief Executive sits at the head of the party's staff team, but also leads communication with and co-ordination amongst the party's volunteer base and internal governance structures, and ensures close liaison with the party's political leadership in both the Senedd and Westminster. The Chief Executive is responsible for ensuring compliance with relevant legislation and for liaising closely with the Electoral Commission and Information Commissioner. The Chief Executive is the senior staff advisor to and secretariat for the National Executive Committee.

Much of the above will be implemented through delegation to appropriate staff, and the CEO will shape and develop that staff team in order to deliver the party's strategic aims.

Main responsibilities

1. Governance

In collaboration with the Chair, the CEO acts as custodian of the party's Constitution and Standing Orders, ensuring that correct processes are followed, that internal elections are appropriately run, that discipline and standards are robustly upheld, and that the appropriate bodies within the party – Conference, National Council, National Executive or various sub-committees – are operating appropriately.

The CEO will oversee the delivery of appropriate training to enable staff and elected officers to fulfil their various functions.

The CEO will, from time to time, review the Constitution and Standing Orders and prompt amendments as and when the need arises.

2. Leadership

The CEO is the Leader of Plaid Cymru's business operations.

The CEO has a responsibility to imbue the staff team with a thorough awareness of collective and individual strategic aims, and both lead and support colleagues in the development of work programmes to meet those aims.

The CEO will be the person on whom the volunteer base of the party – through constituencies and branches – can rely for guidance and, as required, direction.

The interface between the CEO, the party's elected Chair and the Leader is all important for the smooth running of the party. The Chair acts as the CEO's line manager and is answerable to the wider party for the running of the party. The Leader is responsible for the political leadership and direction. The CEO ensures that all aspects of these tasks are deliverable and are implemented.

3. Management

The CEO leads a staff team structured in order to deliver the management and administration of membership services, financial management, compliance, income generation, campaigning, internal and external communications, marketing, and events management, amongst all the other challenges that a modern political party must meet.

The CEO has oversight of staff development, with appropriate line management and delegation, and of staff support – ensuring training, well-being, health & safety, morale and motivation.

The CEO maintains oversight of and strategic input into the management of the party's resources – financial, physical, technological and human – ensuring they are fit for purpose. The CEO holds, shapes and regularly updates the party's risk register in collaboration with the Audit and Risk Committee and such external advice as might be appropriate from time to time.

The CEO is responsible for forward planning, anticipating emerging challenges and shaping events in order to meet those challenges. Plaid Cymru operates within cycles of elections – some of which are fixed in the calendar – some are not. There are times when the CEO will have to manage sudden and unexpected pressures as events dictate.

The CEO provides, or ensures the provision of, appropriate secretariat functions for each of the party's working committees and governance bodies.

The CEO is responsible for ensuring robust and effective mechanisms for dealing with complaints and grievances.

4. Compliance

Plaid Cymru works within a regulated environment with specific legal obligations to both the Electoral Commission and the Information Commissioner. The CEO carries the responsibilities of being Plaid Cymru's Nominating Officer, Data Protection Officer and Accounting Officer, each of which bring specific duties – some of which might be delegated where appropriate.

5. Communications and Strategic Development

Beyond the staff team and elected representatives, the party lives and thrives through its volunteer base both as individuals and collectively in branches, constituencies and sections. The CEO ensures regular and appropriate communication with the wider party,

enabling their participation in the party's structures in order to maximise their input and to generate a sense of national cohesion.

The CEO will ensure appropriate strategies and delivery structures are in place to drive the party's growth – by expanding the membership and developing other expressions of support and collaboration with interest groups and sectors of Welsh society.

Functional Details

The CEO operates primarily from the party's headquarters in Cardiff, but travel within Wales and beyond is a required feature of the role.

The CEO is directly answerable to the party Chair and, through the Chair to the National Executive Committee.

The CEO is the senior salaried staff officer of Plaid Cymru. The role is graded such that it falls within, and is tied to, the Executive Band 2 grades payable by the Senedd Commission. (*Currently £53,788 - £64,492*). Salary will commence at the lowest point of this scale, unless compelling reasons dictate otherwise.

The Chief Executive will be expected to work bilingually. Candidates who are not fluent in Welsh will be considered, but any such person appointed will be expected to achieve fluency within a fixed time, and this will be a condition of any appointment.

Person Specification

Experience	At least two years' experience in a leadership role of an organisation with line management and financial responsibility	Essential
	Experience of working with the private, public and third sector	Essential
	Experience of being an executive or non-executive director on a Board	Desirable
Qualifications	A degree, recognised relevant professional qualification or equivalent relevant experience	Essential
	A postgraduate management qualification	Desirable
Knowledge	Evidence of a good knowledge and understanding of politics in Wales, and of Plaid Cymru	Essential
	Experience of compliance with statutory regulators	Essential
Financial awareness	Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability	Essential
Behaviours		
Leading and supervising	Provides others with a clear direction. Sets expectations and appropriate standards of behaviour. Delegates work appropriately and fairly.	Essential

	<p>Motivates and empowers others.</p> <p>Provides staff with development opportunities and coaching.</p> <p>Recruits staff of a high calibre.</p> <p>Mentors colleagues and builds strong performing teams.</p>	
Initiating action	<p>Makes prompt, clear decisions which may involve tough choices or considered risks.</p> <p>Takes responsibility for action, projects and people.</p> <p>Takes initiative, acts with confidence and works under own direction.</p> <p>Initiates and generates activity.</p>	Essential
Principles and values	<p>Upholds ethics and values.</p> <p>Demonstrates integrity.</p> <p>Promotes and defends equal opportunities.</p> <p>Builds diverse teams.</p>	Essential
Persuading and influencing	<p>Builds strong relationships with partners.</p> <p>Gains clear agreement and commitment from others by persuading, convincing and negotiating.</p> <p>Promotes ideas on behalf of self or others.</p> <p>Makes effective use of relationships to build consensus.</p>	Essential
Presenting and communicating	<p>Speaks clearly and fluently.</p> <p>Expresses opinions, information and key points of an argument clearly.</p> <p>Makes presentations and undertakes public speaking with skill and confidence.</p> <p>Responds quickly to the needs of an audience and to their reactions and feedback.</p> <p>Projects credibility.</p>	Essential
Formulating strategies and concepts	<p>Translates organisational goals and strategies into work programmes and organises resources needed to accomplish tasks.</p> <p>Monitors performance against deadlines and milestones.</p>	Essential
Adapting and responding to change	<p>Adapts to changing circumstances.</p> <p>Accepts and promotes new ideas and change initiatives.</p> <p>Adapts interpersonal style to suit different people or situations.</p> <p>Shows respect and sensitivity towards cultural and religious differences.</p> <p>Deals with ambiguity, making positive use of the opportunities it presents.</p>	Essential
Analysing	<p>Analyses numerical data, verbal data and other relevant sources of information.</p> <p>Breaks information into component parts, patterns and relationships.</p> <p>Probes for further information or greater understanding of a problem.</p> <p>Makes rational judgements from the available information and analysis.</p> <p>Produces workable solutions to a range of problems.</p> <p>Demonstrates an understanding of how one issue may be part of a larger system.</p>	Essential