



POSITION DESCRIPTION

POSITION:	CHIEF EXECUTIVE OFFICER HTS-110
POSITION REPORTS TO:	SCOTT GROUP CEO BOARD
REPORTING POSITIONS:	Administration Sales & Marketing Production Technology Development

POSITION OBJECTIVE

Leading and managing the profitable operation and development of the business through the efficient planning and utilisation of assets and resources; within the Group's policy and in accordance with authorities delegated by the Board.

Delegated Authority

- As per current Policy.
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KEY AREAS OF RESPONSIBILITY

1. Strategic Business Development

- To drive medium and long term strategies that supports the growth of the business at a manageable rate.
- To recommend strategic business plans to achieve maximum results from the resources available. This includes innovative research and development, expansion into new markets and business unit growth.
- Lead all new products to successful commercialisation.
- Effectively representing the business in its relationship with customers and relevant government organisations.

2. Leadership

- To support all positions in their responsibility for developing and maintaining an effective team of employees including the recruitment and selection of staff and the management of non-performing employees.

Leadership cont..

- To ensure that there are adequate resources necessary for the business to function effectively.
- To support the wider business in developing a flexible multi-skilled workforce to enable peaks and troughs to be handled in the most efficient manner.
- To ensure and foster good staff relations at all times.
- To ensure the implementation of agreed staff development programmes to improve the ability of employees to perform their tasks in the most efficient manner.
- To ensure that employees are achieving their specific objectives through regular reviews and performance reviews.
- Ensure the business's Health and Safety policies and initiatives are maintained and lead on going improvements in Health and Safety KPI's.

3. Sales, Marketing & Commercialisation

- Ensure that you grow market share and placement within each market the business operates in and in line with strategic plans.
- To develop a comprehensive business plans to achieve its objectives and enhance its position in key target markets.
- Ensure that the business keeps abreast of the current market and technology trends to maximise opportunities and minimise risk.
- Ensure the new products/service ideas are developed and evaluated effectively as well as executed swiftly.
- To monitor sales and market performance and keep up to date with, and report on, competitor activities.
- To develop and maintain professional sales, marketing and customer databases to ensure institutional knowledge is retained and activities are well co-ordinated.

4. Innovation; Research and Development

- Lead and direct innovative research into new and improved products, changes in selling policies and other areas necessary to ensure the continued growth of the business.
- Establish and promote innovation processes and systems that enable the business to develop world leading technology in our chosen markets.
- In conjunction with the Science and Technology Advisory Board; ensure new and emerging markets are well researched and that the business is always educated and well versed in upcoming customer demand and related requirements.
- Ensure commercial feasibility and application of all new products.
- Ensure effective management of all approved research programmes.

5. Operations

- Responsible for the overall successful completion of work (projects and manufacturing) executed from a technical, commercial and financial perspective.
- To be responsible and provide leadership of the delivery of all projects to ensure they reach a successful, timely and cost-effective conclusion (e.g. on time and on, or under, budget).
- Responsible for the overall effectiveness and control of procurement activities and results.
- To ensure the overall commercial and contractual requirements of projects are met (laid out in project specification for final approval and sign off by relevant parties).

6. Reporting/Financials

- Drive continual improvement in KPI's.
- Submit financial and business reports to the Board together with recommendations for performance improvement and business development.
- Oversee the preparation of annual budgets, forecasts as necessary.
- Regularly review the business operating costs and inventory levels and monitor against budget and industry benchmarks.

7. Scott Group/Board Liaison

- To communicate accurate and timely information.
- To ensure that relevant parties are kept informed on a regular basis of current operational issues and progress toward strategic objectives.
- To ensure information on trends, technical developments and utilisation of resources is gathered and presented on a regular basis as required.
- To provide recommendations on policy.
- To implement the full policies as approved.

8. General

- To manage business compliance as required by legislation or best practice.
- To ensure their own personal career development and that of the team is encouraged with attendance at appropriate educational courses and training organisations. In particular will achieve and maintain appropriate expertise in people relationships, employee motivation and effective management.

KEY BEHAVIOURS

1. **Builds Strategic Customer Relationships**

Will include but not limited to:

- Builds and maintains strategic customer relationships through focusing on the customer's perspective at all times.
- Focuses on exceeding customer expectations

2. **Commercial Acumen**

Will include but not limited to:

- Takes action to maximize profitability and growth.
- Manages operations to maintain ongoing competitive advantage.
- Continually look at systems and processes to further reduce costs and improve efficiency.

3. **Leadership/Team Development – Builds Trust, Inspires and Motivates**

Will include but not limited to:

- Sets examples and always follows through on decisions
- To maintain consistency and professionalism when dealing with all staff
- Uses appropriate methods and interpersonal style to develop, motivate and guide your team towards the achievement of objectives.
- Has a style that inspires confidence and leads others towards success.

4. **Drives Change**

Will include but not limited to:

- Encourage and facilitate change.
- Continuously seeks opportunities for different and new approaches to the provision of solutions or the creation of new opportunities.

5. **Plans and Organises**

Will include but not limited to:

- Delegate effectively and successfully plan and execute required actions.
- Develops action plans for self and others to ensure that work is completed efficiently.