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| **Role title:** | Head of MPS Foundation | **Responsible to:** | Chair of Foundation Board (matrix management) and CEO |
| **Division:** | CEO | **Department:** | MPS Foundation |
| **Direct Reports and Level:** | * Research Manager * Administration   (matrix management) | **Scope:** | Worldwide delivery of research grants and commissions. |
| **Scale:** | £2m per annum. |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Guide 2 | **Role Family** | Business and Operational Support |

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| **Overall Role Purpose** |
| The Head of MPS Foundation will have a global reach taking the lead on the delivery of the MPS Research Foundation through driving the Foundation’s annual global grant programme, research competitions and ensure the effective commissioning of research activities.  Aligning with the MPS Made Strategy and working in conjunction with senior stakeholders across the business, the role will define and implement the MPS Foundation’s strategic and annual plan including its global research programmes. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational Leadership**   * + - * Take the lead on the MPS Foundation’s strategy, priorities, goals and objectives ensuring these are aligned to the MPS’ MADE for Members strategy and strategic goals and ensure research outputs are shared with MPS departments and Members so that they can make a difference * Lead the MPS Foundation activities and act as the ambassador representing MPS Foundation to internal and external stakeholders * Lead the work of the Foundation ensuring delivery is implemented to time, cost and quality and can demonstrate a return on investment * To provide leadership of the Foundation team that reinforces the desired culture and delivery of strategic priorities. * Provide leadership across the MPS Foundation Team to deliver on the overall corporate strategy, business performance, leadership of teams that reinforces the desired culture and delivery of strategic priorities. * Contribute to the development and delivery of the MPS Foundation strategy to plan, cost and quality | * Financial performance Vs plan * Corporate Strategic priorities Vs plan * Stakeholder feedback. |
| **Financial**   * Adhere to the Foundation’s budgets, ensuring an efficient and effective delivery model which minimises cost and maximises financial sustainability without compromising the agreed outcomes of the Foundation. * Ensure that all expenditure is managed within organisation policy reporting on variance to budget to the appropriate stakeholders * Develop and allocate annual budget in accordance with strategy, processes and stakeholder requirements. | * Delivery of Foundation activities within budget. |
| **Member**   * Contribute to a culture and capability in Lean / continuous improvement and programme/project management to drive operational efficiency and great member experiences and outcomes * Ensure the activities, outcomes and outputs of MPS Research Foundation reflect the needs and requirements of Members and Clients. * Monitor and provide robust challenge of emerging people risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group, its operation or financial security | * Consolidated Satisfaction Result Vs Plan * Net promoter score |
| **People**   * Provide strong leadership to ensure the training, competence, performance and engagement of all in the MPS Foundation team ensuring all have clarity on their accountabilities and comply with all governance, policy standards and processes. * Build a strong pipeline of talent and succession for the benefit of MPS which will mitigate workforce planning risks and maximises the performance and potential of employees. * Ensure all Foundation resources have clarity on their accountabilities and comply with all governance, policy standards and processes. | * Engagement Index Vs MPS * Leadership Index Vs MPS * Strong Talent and Succession Plans * HR Metrics – attrition, absence |
| **Service Delivery and Business Development**   * Actively identify and qualify opportunities for MPS Foundation in the external and internal environment. Ensure they fit within the Foundation and MPS’s strategy and will contribute to the achievement of business objectives. * Identify opportunities to engage with prospective stakeholders and target audiences both internally and externally to promote and increase engagement in the MPS Foundation; working closely with Marketing colleagues where appropriate. * Proactively pursue and engage with external strategic stakeholders to increase engagement with MPS Foundation globally. | * Delivery of individual objectives including sales targets * Stakeholder feedback * Colleague feedback |
| **Manage Risk**   * Create an environment where all colleagues in the MPS Foundation Team recognise the importance of risk identification and management * Contribute to ensuring appropriate business processes and controls are in place to manage Foundation activities within risk appetite; comply with policies and regulatory requirements (as applicable). | * Risk & Control Self- Assessments * Audit Actions |

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| **Responsibilities (RACI)** |
| * Establishing the annual Grant and Competition programme and attracting global participation * To build and maintain strong relationships with the business, senior stakeholders (Executive Team and Council) and external stakeholders ensuring the buy in, successful delivery and governance of the Foundation * To support the Foundation Board and enable it to provide effective governance and ensure that risks to delivery and benefit realisation are understood and mitigated or accepted * Ensure the integrity of the Grant Programmes and Research Competitions by ensuring quality assurance processes are in place and applied. * Develop the Foundation’s capability to commission research * Keep abreast of evolving legislation and best practice with regard to all elements of the Foundation and its activities * Undertake other duties and tasks that from time to time may be allocated to the jobholder |

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| **Key Governance Responsibilities** |
| * Foundation Board * MPS Committee attendance and membership where appropriate |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Others |
| Building Capability in Self and Others | Leading Others |
| Influencing Others | Leading Others |
| Collaborating for Results | Leading Others |
| Leading Self and Others | Leading Others |
| Commercial and Risk Thinking | Leading Others |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Knowledge and understanding of global health markets * Knowledge of research | * Clear, effective and influential communication skills, both verbal and written * Excellent organisational and planning skills, with an ability to priorities key tasks and strong focus on delivering them * High-energy work ethic, ability to establish vision, drives change and delivers results. * Ability to think strategically and align department goals with organisational goals * Ability to build, lead and manage high performing teams * Good team player with a collaborative approach to working * Proven stakeholder management skills at a global level * Ability to engage with internal and external stakeholders of different levels globally * Financial management skills and ability to set and manage departmental budgets * Programme Management skills and ability to manage risk | * Proven experience of managing an organisational department or small business venture from initiation * Leading and managing complex teams /or business units in a matrix structure * Problem solving in collaboration with business Subject Matter Experts (SMEs) and partners * Managed programmes with budgets in between £1m – £10M * Experience of operating within a global organisation * Experience of working with and to a Board * Experience of managing grant programmes * Experience of working with and commissioning external providers whilst assuring quality and cost. |
| **Desirable** | * Understanding of MPS’s markets globally | * Understanding of marketing and communications and their application * Ability to successfully build a new product and/or service line | * Working with the Healthcare sector experience * Research experience * Experience of setting up competitions |