



Appointment brief

Appointment of Chief Executive

April 2022

Reference: HBDLA

## Letter from the President

Thank you for your interest in the role of Chief Executive Officer and Managing Director of the Chartered Institution of Civil Engineering Surveyors (CICES). You would be joining the Institution at an exciting point in time: civil engineering surveying is changing and changing at a rapid pace. New and innovative use of digital technology, a recognition of the important role that civil engineering surveying can play in tackling climate change and the urgent need to create a diverse and highly professional workforce have all been brought together to create a thirty-year strategy for the Institution. We now want a highly motivated and inspirational CEO to lead the delivery of this strategy.

CICES is recognised for the professional development and support it provides to all members both in the UK and across the globe. Through the pandemic the Institution has continued to grow membership numbers and taken the opportunity to use new technology to move training and membership engagement online. We have never been so connected across the globe. This however is only the start of what we believe can be achieved. Through engagement with members and the wider construction industry we wish to be seen as thought leaders, shaping the future of our environment and our industry. We want to be leaders in how we support and develop our members, particularly our future leaders. We aspire to be seen as an institution who collaborates both in the UK and globally, a leader using technology to increase our reach and support our members across the world. It is against this backdrop that we are seeking a CEO who will live our values, is curious about what is happening and brave in considering the opportunities for the future.

The successful candidate will lead a team currently made up of twelve staff with potential for future recruitment. You will be responsible for leading the institution on behalf of the trustees of the Institution and its subsidiary company SURCO PLC. The head office is based in Sale Greater Manchester and you will be expected to spend some time at the location however facilities to support remote working will be available. You will have the opportunity for some international travel.

The trustees and I are searching for an ambitious and driven leader who has the vision to build on the unique culture of our organisation and provide inspirational and intelligent leadership, enabling the institution to grow and communicate both internally and externally. An understanding of construction or membership organisations would be helpful it is not essential. Inspirational leadership and someone who will bring out the best and develop a skilled team of staff to achieve our goals is our priority.

This is an exciting time for the successful applicant to join the organisation as our new Chief Executive Officer, playing a key role in helping us shape the future of the Chartered Institution of Civil Engineering Surveyors.

I wish you every success in your application.

Kind regards

*Andy Evans*

Andy Evans, (President March 2022)



# An introduction

The Institution is an education and thought leadership organisation supporting cost managers and geospatial surveyors working in civil engineering.

Our members work on some of the largest infrastructure projects across the world. The Institution has approximately 5000 members working predominantly in the UK, Hong Kong and Dubai however we have members across the world. The annual turnover of the Institution is approximately £1m per annum.

The purpose of the Institution is set out in the Charter which is to “advance the science and art of civil engineering surveying in all aspects of the specialisations of geospatial engineering and commercial management within civil engineering for the benefit of the public, in particular but not exclusively, by upholding and advancing the standards of education, competence, practice and conduct of members of the institution.” The Institution is a charity and must comply with Charity Commission rules and regulations.

SURCO Ltd is the trading body of the Institution and through this the Institution can engage in commercial activities including training partnerships and the production of the highly regarded journal. As well as CEO of the Institution you would be the Managing Director of SURCO Ltd.

Our members work across the construction industry and to ensure that they have a voice within the sector the institution works collaboratively with other membership organisations to help influence both industry leaders and government, both the UK and the devolved governments. We believe that it is through collaboration and partnership that we will make the greatest difference for both our members and society.

Members have an opportunity to play an active role in the Institution through the regional committees of which there are eight in the UK and Ireland and four international regions in Dubai and Hong Kong. Embracing new technologies, the Institution is looking to set up virtual regions elsewhere in the world.

## A FORWARD-LOOKING INSTITUTION

The Institution’s members are working in a rapidly changing industry. The greatest challenge facing society is climate change; CICES recognises that our members have an important role in influencing change in construction methodology and practice. This can only be achieved through embracing new digital ways of working and developing diverse and inclusive teams. The Institution wants to build a reputation for challenging current norms and, through well researched and evidence-based thought leadership, influence change. The Institution will produce its first White Paper in spring of 2022, this will focus on the use of technology to support efficient construction and wants to be a position to produce at least one white paper a year.

The Institution only exists because of the members and members are at the heart of everything it does. As an educational charity the Institution is focused on supporting members in their professional development. The way member’s work is changing with the collection and use of large-scale data becoming increasingly important. The Institution must change to reflect this with the introduction of new competencies and new membership opportunities.

The Institution has a responsibility to ensure that all members have access to high quality training to support this changing world. Knowledge exchange is central to the functioning of the Institution. In 2021 CICES launched the “Knowledge Hub” to provide online learning for members. There is an opportunity to develop this offer to cover a much broader set of skills and knowledge. Likewise, the Institution will launch a new leadership development programme for aspiring leaders, this will be a unique offer for members and demonstrates the Institutions commitment to developing a diverse and engaged membership.



# Thirty Year Strategy

The new thirty-year strategy and five-year delivery plan can be read in detail at [30 Year Strategy](#)

The strategy has three golden threads which run through everything that the Institution does:

- Equality and Inclusion
- Digitisation
- Sustainability

There are four cornerstones to the Strategy:

- Building the Institution's reputation
- Maintaining our professional standing
- Being an inclusive organisation enabling multiple pathways into the profession
- Being an efficient and financially stable institution

There is a new five-year plan in place and funding agreed to deliver the first stage of the strategy. The CEO will provide leadership and shape the detailed delivery of this plan.

The strategy has also confirmed the value set by which all members and staff are expected to work and through this grow the reputation of the Institution. The values expected of everyone are:

- Professional
- Integrity and Honesty
- Curious and Brave
- Inclusive community

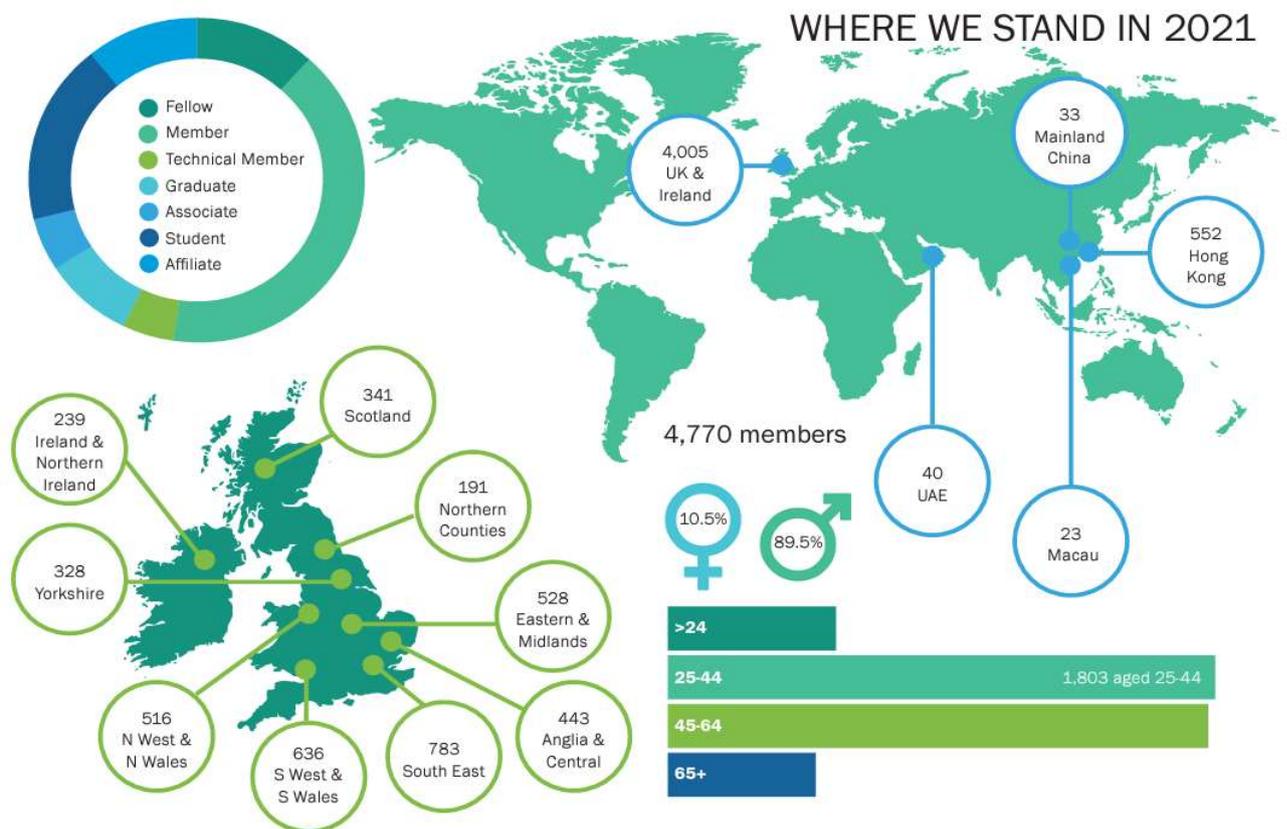
As part of the strategy, it is recognised that the Institution must also adopt new technologies and invest in a new website and digital platform for the journal that is being made.

### ORGANISATIONAL STRUCTURE

The institution operates with a complement of staff and dedicated volunteers. Members are encouraged to take part in the future development of the institution. This is done through a series of core committees and panels that meet throughout the year. A full review has recently been undertaken to ensure that there is sound governance, and the new CEO will have the opportunity to further refine the governance structures.

The Council of Management (Board of Trustees) is led by the President and is made of up of 14 elected members. Roles on all other committees are advertised and members encouraged to apply.

The Chief Executive is supported by a team of 12 individuals based in Sale Greater Manchester





# The Role

The role of Chief Executive Officer is pivotal in providing strategic leadership to the Institution, ensuring it meets the needs of members together with complying with the Royal Charter and Bye-laws and the Charity Commission requirements.

The Chief Executive Officer is accountable to the institution's Council of Management. In addition, the Chief Executive Officer is also the Managing Director of the institution's subsidiary company SURCO and is accountable to the SURCO Board of Directors.

## STRATEGY AND LEADERSHIP

- Working with the President and senior office holders, provide strategic leadership to the Institution and the industry.
- Working with the President and senior officers, lead the delivery of the Institution's new strategic plan with a focus on building the reputation of the Institution and increasing the Institution's influence globally.
- Ensure that the Institution's three strategic golden threads are embedded in the Institution.
- Ensure that the charitable mission of the Institution is delivered providing best practice in skills and education.
- Working with the President and senior officers to lead and shape a programme of research and thought leadership, Identify opportunities for partnership and collaboration for research projects.
- Taking the lead as Managing Director in developing, promoting, and delivering the Institution's commercial activities.
- Engage with Governments in particular the UK, devolved governments other membership organisations and other key stakeholders to raise the profile of the Institution and influence and shape future trends in the construction industry.
- Provide strategic leadership to develop and deliver a new digital strategy for the Institution.

## DELIVERY OF RESULTS

- Ensuring that consistently high-quality services and support are made available to members.
- To promote knowledge exchange across members and the profession maintaining the quality of the journal and developing the new Knowledge Hub to become a beacon of excellence in online knowledge exchange.
- Measure and grow membership numbers whilst maintaining standards across the process, inspiring new members to join and get involved with their Institution. Maximising the opportunities created through international membership.
- Be accountable to Council of Management and the SURCO Board for the operational management of both the Institution and SURCO.
- Be accountable for solid financial management of the Institution ensuring controls are in place to support financial security, sustainability, and compliance.

## **MANAGEMENT AND COMMUNICATION**

- Lead and support staff and their work, including their training, development, recruitment and career progression.
- Empower and motivate dedicated volunteers.

## **GOVERNANCE AND RISK**

- Ensure that the governance of the institution reflects current governance principles and ensures that members have confidence in the way the institution is run and provides members to raise any concerns.
- Ensure effective risk management appropriate for an organisation of the size and scale of CICES.



## Person specification

The Chief Executive Officer and Managing Director of CICES will be an inspirational and influential leader with strong interpersonal abilities, able to command respect across a broad and diverse membership, staff, with Government and other stakeholders. They will lead the organisation, articulating a vision for members, based on a sound knowledge of the issues and opportunities that they face.

**The successful candidate will be a dynamic and communicative leader, capable of winning trust, and will bring:**

- A successful track record in a senior executive leadership role, likely with a strong service delivery, membership, or customer focus.
- A track record in engaging and supporting equality, diversity and inclusion.
- To be a values-led leader with a high level of personal integrity and commitment.
- To be curious, to be experienced in engaging in thought leadership and horizon scanning. To enable evidence-based discussion and decision making.
- Experience in successfully leading organisational change.
- Success in motivating a multi-faceted team, including experience of developing a senior leadership team through performance management, mentoring and coaching.
- Experience in developing new, innovate and relevant ways of working supported by a planned and organised approach to delivery.
- Strategic management experience, including a clear vision of what is to be achieved and how to achieve the goals set.
- Sound financial acumen, with budget management experience.

- Strong communication, interpersonal and relationship-building skills with the ability to negotiate and argue a case persuasively at the most senior levels. Experience in influencing change.
- Agility and flexibility to respond proactively in a changing society, with a strong instinct for partnership working.
- Strong digital skills with the ability to lead and drive an organisation in a digital age.
- Sense of humour.

### Candidates will be able to demonstrate experience of:

- An understanding in commissioning and leading research projects to inform organisations.
- Knowledge of CICES, the strategy, the aims and the values.
- An understanding of the role of a membership organisation, its governance and challenges.
- An understanding of the international opportunities for a global membership.



# Terms of appointment

Salary will reflect the seniority of the role and will depend on skills and experience.

Our head office is based in Sale Greater Manchester, the successful candidate will spend regular time at the office, however facilities to support remote working will be available.

The role will involve some international travel.

## How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Chartered Institution of Civil Engineering Surveyors on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **HBDLA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Thursday 28 April 2022**.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

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