

Job role: Executive Director for The Operational Research Society

Background

The Operational Research Society is a professional membership body for the operational research, analytics, AI and data science communities, dedicated to the advancement of knowledge, interest and education in operational research (OR). Through practice, research and teaching, our community helps our members thrive in their analytical careers. It has over 4,000 members in more than 50 countries around the world.

The Society publishes a portfolio of six academic journals, a member magazine and an outreach magazine. It runs a varied programme of conferences and events, ranging from the three-day annual conference, through a range of specialised conferences to networking meetings as part of our networks, special interest groups and regional societies. Its training programme consists of over 30 courses covering a wider range of topics in OR, analytics, AI and data science. The Society offers a range of different accreditation options to support the professional development of its members.

The OR Society is looking to recruit a new Executive Director with a start date as soon as possible in 2025 (although we appreciate many candidates may have varied notice periods). This role presents a fantastic opportunity for an ambitious individual to lead a small but dedicated team and work with a highly capable Board to develop and grow the organisation into the future.

Job Overview

The successful candidate will play a pivotal role in developing and delivering the Society's strategy to enable it to continue to play a key role in the growth of the analytical field. The role provides the opportunity for the successful candidate to develop their career within a growing profession of the future as well as the chance to develop their influence at all levels of government, industry and academia.

The new Executive Director will bring drive and energy to all the organisation's work; they will lead the staff by personal example and through demonstrable understanding and empathy of the operational research and analytics community.

They will be strategic, creative thinking and innovative, they will be prepared to roll up their sleeves and get stuck in, and all this will be done with a strong sense of commitment to our members and community.

Our new Executive Director will be a highly effective and modern leader; an outstanding manager of their staff and resources; an exceptional supporter of the Board of Trustees; and a first-class communicator and influencer.

Reports To

The Executive Director will report to the President & Board of Directors/Trustees.

Manages

The Executive Director will manage the Heads of Commercial Services, Professional Services and Qualifications and Accreditation as well as the Executive Assistant.

Salary, Benefits and Other Details

Salary: Competitive and negotiable, depending on experience.

Benefits include:

- Automatic enrolment into ORS scheme with generous employer pension contributions of 11%.
- 25 days' holiday plus 4 office-closed days.
- Flexible, hybrid working combining home and office working.
- 2% Christmas bonus (where affordable).

The Society's offices are in Central Birmingham. Some UK and international travel to meetings and conferences is expected.

Responsibilities and Duties (including, not limited to)

Strategy

- Produce the Society's Strategic Business Plan covering aims, goals, objectives and KPIs.
- Ensure that the Society's operational and strategic activities are aligned with the Business Plan.
- Build and maintain relationships with government, research councils, industry bodies and other learned societies.
- Maintain an overview of key strategic markets: publications, events/conferencing, training, accreditation, apprenticeships and membership.

Governance

- Maintain a working knowledge of the relevant parts of the Companies and Charities acts and the Society's constitution.
- Advise the Society's officers, Board and committees on compliance with the Society's statutory obligations.
- Ensure that all statutory and official returns are completed and filed on time.
- Use relevant sources to keep abreast of charity, pensions, health & safety, fire, employment, tax and other relevant statutes and regulations, and take action as necessary to ensure compliance.
- Run the nomination and election processes for President, Officers and members of Board and General Council.
- Compile the Annual Report & Accounts.

Finance

- Oversee all financial elements to the Society.
- Ensuring proper accounting records are kept.
- Ensuring compliance with the Society's Rules for Financial Control.
- Approving all payments/expenditure.
- Work with the Society's accountant and auditor regarding the preparation of the statutory accounts and the annual audit.
- Build budgets and forecasts for the next 1-5 years.
- Monitor and report performance against budgets.
- Set financial parameters and targets for all areas of the business.
- Present management accounts to the Finance committee and Board.
- Work with the Investment committee and investment managers to oversee the performance of the Society's investment portfolio.
- Oversee the process for acquiring and disposing of capital equipment.
- Manage third-party suppliers of goods, services and systems.
- Authorise pricing for Society conferences and events.
- Manage the Society's payroll
 - Manage interaction with external service provider.
 - Make relevant payments and returns to HMRC.
 - Make recommendations for salary increases.
- Oversee management of the Society's pension scheme; ensure that all premiums are paid and compliance with all legal requirements.

Meetings

- Provide secretarial support for Board, General Council and general meetings (such as AGM).
- Prepare notices, agendas, resolutions and reports / papers.
- Ensure meetings comply with constitutional and legal requirements
- Attend committee meetings; responsibility for committees is shared amongst senior staff.
- Attend Society events and conferences where appropriate.
- Represent the Society at relevant external meetings / seminars / briefings.

Other

- Act as a director of Edward Street Management Ltd (which manages the Society's building and shared car park facilities).
 - Attend Board meetings.
 - Liaise with managing agents as necessary.
 - Sign legal documents as necessary.
- Oversee management of the Society's role as an End Point Assessment Organisation. Activities include: management of qualifications, quality assurance, risk reviews, complaints & appeals, regulatory & market updates, investigations & regulatory notices, and overseeing self-assessment.

- Line management of other Senior Leadership team members and Executive Assistant.

Experience

Desirable characteristics

- Understanding of Operational Research (OR) and its benefits, and an interest in applying OR in the third sector.
- Understanding of the wider analytical field encompassing analytics, data modelling, AI and data science.
- A degree and/or work experience in Operational Research or related subject.
- Previous experience of working in a senior management role and the ability to lead a Senior Management Team.
- A willingness to be 'hands on' and an ability to deliver against tight timescales if necessary.
- Strong verbal and written communication skills.
- Good interpersonal skills and ability to create relationships with people at all levels of seniority.
- Clear thinker who has strategic experience.
- Flexibility: prepared to travel around the UK.
- Good strategic planning and organisational skills.
- A good team player and self-starter.

Qualifications

- Educated to a degree level or equivalent.

Application process

To apply, please send a tailored CV and covering letter to gavin.blackett@theorsociety.com, explaining why you are interested in the position of Executive Director and how you feel your knowledge, skills and experience meet the requirements of the role, no later than 9am Friday 31 January 2025.