



Managing Director

Mint Commercial Services LLP

Darby House, Wellingborough
Up to £77,000 depending on experience

Candidate Information Pack

Closing Date: 12th July 2021

Reference: GSe76455

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Introductory Letter from Jon Collins - Independent Chair

As Independent Chair of the MINT Board, I would like to invite you to apply to join us as our new Managing Director.

MINT is a new company built on a strong collaborative relationship between Nottinghamshire and Northamptonshire Police and Crime Commissioners, their County Police Services and Northamptonshire Fire and Rescue Service. MINT's aim is not only to manage the procurement of goods and services for its partner organisations but also to capitalise on this experience by offering procurement services elsewhere in the public independent and private sector.

MINT is now looking for a skilled and motivated Managing Director to join our small talented staff team as it seeks to become established in the private sector. Moving from being an "in-house" service to a stand-alone company generating profit for our partner organisations is a challenge, but one the staff and Board are confident can be achieved. It is meeting this challenge that our new Managing Director will help lead in the months and years ahead.

As a Board we are confident that together with our staff team we have the skills to ensure MINT is a success. However, we also recognise for that success to become reality, we need to ensure that MINT has the right company structure, excellent governance and legal and financial compliance arrangements in place and working well. As Managing Director, delivering this and ensuring that the company operates with these parameters will need to be your area of expertise and in post, your top priority.

So, if this is your skill set, if you want to work as part of a small and highly motivated team and if you are excited at the prospect of being in at the start as MINT develops then please apply.

Jon Collins
Independent Chair

The job description

JOB TITLE:	Managing Director
SALARY:	£70,000 - £77,000
SUPERVISION:	Mint Commercial Services LLP
PLACE OF WORK:	Darby House, Wellingborough
HOURS OF WORK:	37

PURPOSE OF THE JOB:

The Managing Director will oversee the strategic leadership of the organisation. The Managing Director will be responsible for the governance, organisation compliance, financial compliance and risk management. As such, the Managing Director will undertake direct line management responsibility for the Senior Leadership Team, including HR and Isosceles.

They will be responsible for ensuring that the organisation is compliant with statutory and regulatory requirements.

The Managing Director will be invited to attend the Board to provide an overview of reports on governance, operations, and finance.

MAIN RESPONSIBILITIES:

Strategy & Leadership

- ▼ To undertake direct line management responsibility for the post of Commercial Director including the establishment of clear PDR priorities for the post holder. These will include individual and team performance outcomes, financial and corporate reporting quality, timeliness and strategic content.
- ▼ To hold the Commercial Director to account for their client engagement, leadership and actions which impact upon the reputation of Nottinghamshire and Northamptonshire Police together with the Police Service as a whole.
- ▼ To take ultimate responsibility for any contemplated contractual arrangements or client approaches and ensure that the Board is notified immediately.
- ▼ To lead the day-to-day activities of Mint and ensure all policies, procedures and strategies are in place to maximise opportunities and deliver.
- ▼ Provide effective leadership to Mint CS LLP and, in conjunction with the Board and Commercial Director, develop and ensure the growth of Mint and the Mint Team and sustain Mint CS LLP's long-term strategy for high-quality services, ensuring alignment with the Office of Northamptonshire Police, Fire and Crime Commissioner and the Officer of Nottinghamshire Police, Fire and Crime Commissioner.

- ▼ To act as the single point of contact for the Independent Chair of Mint and establish and maintain effective partnership working arrangements, including reports and communication links with the Board, key partners and stakeholders.
- ▼ Developing and providing strategic input for the provision of commercial services. This includes developing and delivery of the business plan.
- ▼ Developing and implementing appropriate policies and procedures to support the smooth running of Mint Commercial Services LLP on a day-to-day basis.
- ▼ Overall strategic operational accountability of the organisation to ensure high-quality provision of services, including:
 - Putting in place robust processes for monitoring and improving service delivery.
 - Ensuring ethical, transparent, fair and accountable delivery approach is taken in delivering service.
 - Ensuring that continual improvement, based on evidence and analysis is built into service provision.
- ▼ Ensure Mint CS LLP is appropriately organised and resourced to deliver and sustain a strategy for high-quality service delivery and appropriate systems are in place to conduct activities lawfully, effectively and in accordance with the vision and values of Mint CS LLP.
- ▼ Develop and support a culture of innovation within the organisation.
- ▼ Direct the senior leadership team in developing and implementing Mint CS LLP's strategy, policy framework, compliance priorities and business planning, to ensure that the organisation is able to deliver relevant and responsive services.
- ▼ Lead, coach, develop and maintain a high performing senior management team and ensure excellent practice for all aspects of people management is routinely delivered, including recruitment, appraisals, performance management and workforce development.
- ▼ Ensure a robust performance management culture is embedded across all services delivered by Mint CS LLP; setting demonstrably clear and measurable targets, that these are constantly monitored, and appropriate and timely actions are taken to continually drive improvement.

Communication

- ▼ Establish and maintain effective partnership working arrangements, including reports and communication links with the Board, key partners and stakeholders.
- ▼ Ensure effective and timely communications are conveyed to employees, partners and stakeholders consistently so that they are informed of the issues and developments that affect them and which influence the strategic development of the company.
- ▼ Ensure mechanisms are in place to gather, listen and respond to the views and ideas of managers, employees, partners, stakeholders, in order that services are relevant, responsive and focused on meeting identified needs.

- ▼ Support effective networking at a local, regional, and national level to ensure that the services delivered by Mint CS LLP are responsive to national developments and leading practice.
- ▼ Ensuring engagement with staff through good communication.

Governance and Compliance

- ▼ Ensure the organisation meets all legal, statutory and regulatory obligations and keeps up to date with significant developments in legislation.
- ▼ Working with the Chair, enable effective Board Meetings through the provision of high-quality papers focused on the key strategic and operational issues.
- ▼ Ensure the organisation receives appropriate expert advice and information on relevant matters where required.
- ▼ Ensuring compliance with the relevant information-sharing agreements and protection of data and all legal, financial and HR resourcing requirements, before submission to the Board.

Financial and risk

- ▼ Oversee the management of Isosceles Finance, who will fulfil the role of Head of Finance.
- ▼ Work with Isosceles Finance to review the financial health, on-going viability and operational effectiveness of the organisation to deliver a secure financial future in-line with the organisation's vision, mission and values.
- ▼ Identify risks faced by the organisation, review regularly to effectively mitigate any risks and undertake business continuity, contingency and succession planning.
- ▼ Ensuring that risk management framework is in place; identifying and managing risks, and where such risks could have an impact on Mint Commercial Services LLP, formulating strategies to manage them; reporting such risks to the Board.

Performance Management

- ▼ Responsible for the governance and management of Mint Commercial Services LLP, in particular:
- ▼ Responsible for staff recruitment and performance, ensuring that HR policies and robust performance management are in place.
- ▼ Ensuring that, at an operational level, the organisation maintains alignment with its vision and values.
- ▼ Monitor and manage any key performance indicators those set out in the Business Plan.
- ▼ Ensuring that a performance framework is developed and adhered to.
- ▼ Reporting the performance to the Board.

General

- ▼ At a strategic level, champion the promotion of diversity and equality.
- ▼ At a strategic level ensure Mint CS LLP conducts its activities in accordance with all applicable laws, company standards, policies and procedures and that the wellbeing of employees and service-users are protected by actively promoting and complying with health and safety regulations.
- ▼ To act as the Data Controller for Mint CS LLP to determine the purpose and means of processing personal data and to ensure company compliance to all data protection legislation.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full-time and subject to the conditions of service of Mint Commercial Services LLP.

The recruitment process (including how to apply)

<p>How to apply</p>	<p>The Managing Director - Mint Commercial Services LLP, will be selected based on a combination of your written application, psychometric evaluation and interview.</p> <p>To apply for this post please visit our recruitment partner's website at www.gatenbysanderson.com/job/GSe76455 or the 'search for jobs' section entering Mint Commercial Services or the reference number 76455.</p> <p>Register your details and then submit the following to us no later than 23:59hrs on Monday 12th July 2021</p> <ol style="list-style-type: none"> 1. A tailored CV (maximum of 2 pages), setting out your career history, responsibilities and summary achievements, including your current salary and benefits (in confidence); 2. A statement of suitability (maximum of 2 pages) explaining how you meet each of the criteria for the role as outlined in the job description. 3. A completed business interest form – please give details of any business or other interests or any personal connections, which, if you are appointed, could be misconstrued, or cause embarrassment. Any particular conflicts of interest details here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue (s), should you be successful in your application. 4. If successful at the longlist stage, you will be asked to provide the following: <ul style="list-style-type: none"> ○ The names and contact details of two referees. Please note that referees will be contacted if you are short-listed for interview. ○ A completed vetting form (please review the requirements before applying); ○ Relevant Identification (i.e., Passport/driving licence). <p>During your online registration process, you will be asked to submit diversity monitoring information. This is very important and will be kept entirely separate from the application process. You will also be asked if you are applying for a guaranteed interview through the Disability Confident scheme.</p> <p>Should you encounter any issues with your online application please contact mary.dempsey@gatenbysanderson.com quoting the job title/reference.</p>
<p>Arrangements for interview</p>	<p>Expenses incurred by candidates during the recruitment process will not be reimbursed, except in exceptional circumstances and only when agreed in advance.</p>

	<p>If you are successful and called for interview and you require any reasonable adjustments or arrangements to be made, please do let Mary Dempsey know at the time you are called for interview.</p> <p>Currently, final panel interviews will be held virtually in accordance with Covid-19 government guidelines. It may be possible to arrange an alternative date, but this cannot be guaranteed.</p>
Further Information	<p>If you have any questions about the role itself or would like to discuss the post and your fit within the organisation, please contact: Kate Merson at GatenbySanderson on; 020 7426 3376 or via email on; kate.merson@gatenbysanderson.com or Peter Guilder at GatenbySanderson on; 07545 441127 or via email at; Peter.guilder@gatenbysanderson.com</p>
Complaints	<p>If you feel your application has not been treated in accordance with the recruitment principles or you wish to make a complaint, in the first instance, please raise it with Emma Law, Senior Consultant, Community Protection and Defence team via email at emma.law@gatenbysanderson.com.</p> <p>If you prefer, or if the matter remains unresolved, please feel free to contact Mark Turner, Managing Partner at GatenbySanderson, via email at mark.turner@gatenbysanderson.com.</p>

Recruitment timetable

Please note the date of events below and ensure that you are available to attend.

Closing Date	23:59hrs, Monday 12 th July 2021
Longlist meeting	w/c 12 th July 2021
Preliminary Interviews with GS (London)	w/c 12 th July 2021 onward
Shortlist meeting	w/c 26 th July 2021
Psychometric Assessment (TBC)	w/c 26 th July 2021
Final Panel interview (without psychometric assessments)	w/c 2 nd August 2021
Final Panel Interview (with psychometric assessments)	w/c 9 th August 2021



The Role: Managing Director

Salary: £70,000 - £77,000 plus Benefits

Location: Darby House, Wellingborough

The Organisation

We are a team of commercial and procurement specialists dedicated to supporting its customers when procuring goods and services. Mint Commercial Services provides bespoke commercial services to Nottinghamshire and Northamptonshire Police Forces, and other public sector clients. We support our clients to procure goods and services to create efficiencies and generate savings. Mint Commercial Services LLP is jointly owned by Nottinghamshire Police and Crime Commissioner and the Northamptonshire Police, Fire and Crime Commissioner (ex officio).

The Role

MINT CS LLP is looking to appoint a dynamic, hands-on Managing Director who can provide proactive operational and strategic leadership for the organisation. Working in conjunction with the Board and Commercial Director, the MD will lead the day-to-day activities of MINT CS and provide expert strategic direction to the Senior Leadership Team working across HR and Isosceles. A key element of this position will be to ensure that robust and coherent governance and risk management frameworks are in place to help support the delivery of the company's business mission to maximise opportunities and deliver. You will play a pivotal role in developing and implementing a range of policies and processes and be adept at nurturing and building collaborative partnerships across complex landscapes.

The Person

The ideal candidate will bring substantial strategic leadership and a strong track record of success ideally gained within a small LLP, SME, or start-up organisation. You will be a practical, resilient leader who has the passion, confidence, and credibility to work collaboratively whilst navigating the intricacies of commercial partnerships. With demonstrable expertise in developing and implementing commercial strategies, business plans and managing budgets, you will also demonstrate a clear understanding of leading and managing an organisation. You will be a sophisticated communicator who is both politically and commercially astute, with a capacity to win confidence with a broad range of stakeholders at all levels. This is an outstanding opportunity to play a crucial part in forging a new and innovative commercial vision.

How to apply

To find out how to be part of the change go to www.gatenbysanderson.com/job/GSe76455

For an informal discussion to explore the role and your fit in more detail, please contact our retained recruitment partners: GatenbySanderson.

Kate Merson, 020 7426 3376, kate.merson@gatenbysanderson.com or Peter Guilder - M: 07545 441127 – Peter.guilder@gatenbysanderson.com

This may be at the end, but it is far from an afterthought; we are committed to creating an inclusive environment, which promotes and supports inclusivity and respect, with a culture that supports our communities and partners and celebrates all aspects of diversity. Achieving our aim to lead to a working environment that is free from discrimination, harassment, bullying and victimisation. We are a Disability Confident organisation.