

Candidate Brief
for the position of
**Chief Executive Officer, Birmingham
Organising Committee for the 2022
Commonwealth Games Ltd**

July 2018



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Contents

- Background **2**
- Organising Committee **3**
- The Role **4**
- The Candidate **5**
 - Personal Characteristics **5**
- Terms of Appointment **6**
- Period of Appointment **6**
- Appointment Process **7**
- How to Apply **8**



Background

On 21st December 2017 the Commonwealth Games Federation awarded the hosting rights for the 2022 Games to Birmingham. The Department for Digital, Culture, Media and Sport (DCMS) has been working with the Commonwealth Games Federation, Commonwealth Games England, Birmingham City Council and the West Midlands Combined Authority to commence work on the delivery of a world class Games in 2022.

The Birmingham Organising Committee for the 2022 Commonwealth Games Ltd (OC) is a Non-Departmental Public Body (NDPB) set up to lead on the organisation of the Games. Its sponsoring government department is DCMS.



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Organising Committee

The role of the Organising Committee (OC) is to deliver an outstanding 2022 Commonwealth Games for the athletes, the spectators, those in the host city, the country and the whole Commonwealth Games family. The OC Board will comprise a salaried part time Chair, five appointed Non-Executive Directors, and a number of nominees from each of the partners, DCMS, Commonwealth Games Federation, Commonwealth Games England, Birmingham City Council and the West Midlands Combined Authority.

Through this recruitment campaign, the OC is looking to appoint a Chief Executive Officer who will lead and develop the OC as the NDPB accountable for making the Games a success. At full complement the OC leadership and organisation will be drawn from a diverse range of backgrounds, bringing a highly effective mix of skills and knowledge from the West Midlands region, sport and business worlds.

As an NDPB, specific governance structures and controls will be implemented. In addition to attending the OC Board, the CEO will be required to participate in sub boards and committees; these are likely to include an Audit & Risk Committee and the Athlete Advisory Committee.





The Role

The Commonwealth Games is one of the world's largest multi-sport events, bringing together over 4,000 of the world's elite athletes every four years, in an 11 day festival of sport and culture. The Games are watched by hundreds of thousands of enthusiastic spectators and seen by a potential global TV audience of 2.1 billion. It is a unique opportunity for a host city to promote itself on the global stage, and an opportunity to bring lasting social, economic and sporting benefits to local communities. The Games also play a unique role within the Commonwealth by strengthening bonds between nations and fostering new and productive relationships.

The CEO role is pivotal to the success of the 2022 Commonwealth Games. The CEO is responsible for ensuring we have the best possible event for athletes, spectators, local communities, UK plc and the watching world is delivered in Birmingham - a massive logistical, commercial and political challenge on a huge scale. This is a unique opportunity to lead a project of national and international significance, and one which has the opportunity to transform Birmingham and the lives of the people who live there.

Reporting to the Chair of the OC, the CEO has overall accountability for building and leading an effective OC. They are required to deliver a Games which meets all contractual obligations within budget, and also leverages an ideal opportunity to showcase Birmingham and the West Midlands in a sporting and cultural context.

The Commonwealth Games are a huge undertaking and the scale, complexity and immovable deadlines mean that the OC cannot deliver all of this by themselves. The OC will work with a range of partner organisations and the successful candidate will play a key role working effectively in partnership with and between the OC, Birmingham City Council, West Midlands Combined Authority, DCMS and other government bodies, Commonwealth Games England, Commonwealth Games

Federation and Commonwealth Games Federation Partnerships. The CEO will also develop and maintain effective relationships with other key stakeholders including the OC Board, Ministers, and police authorities. This role demands advanced stakeholder management and coordination skills and the ideal candidate will also be able to evidence delivery of high profile, multi-million pound projects in leadership roles, alongside a passion to work collaboratively with all Games partners to ultimately deliver an athlete centred, sports focused Commonwealth Games.

The CEO will be responsible for inspiring and motivating the OC and others with drive and energy, whilst exhibiting resilience throughout sustained high levels of public interest and scrutiny.

The successful candidate must demonstrate how they are a such a dynamic leader with extensive evidence of operating in a high profile, high pressure environment.

At the same time the successful individual will evidence that they have an outstanding business background and the commercial acumen necessary to ensure the financial success of the 2022 Commonwealth Games, along with the drive to succeed in a fast-paced, high-pressure and challenging environment.



The Candidate

The successful candidate will evidence a strong track record overseeing the operational delivery of complex, multi-stakeholder projects in the public eye. They will be a strong advocate for sport and be passionate about the Commonwealth Games movement and its ambitions for positive social and economic benefits for individuals and communities – both nationally and internationally. They will be enthusiastic about the opportunities that hosting the Games in 2022 offers for Birmingham and the West Midlands.

The CEO will have:

- Proven success as a Chief Executive, Managing Director or operating at a similar level in a complex and consumer facing business with significant P&L accountability and best practice governance structures;
- Track record of inspiring leadership – building a highly motivated, competent team; with the ability to build support, engagement and enthusiasm within large organisations around a common goal;
- Political awareness and sensitivity and a proven ability to secure the confidence of a variety of senior stakeholders;
- Excellent communication skills, able to build and sustain positive and productive relationships that gain respect, trust and confidence at all levels with all stakeholder groups;
- Ability to challenge constructively, influence and negotiate across sector and professional boundaries, balancing conflicting priorities;
- A proven track record of managing a substantial budget and staffing resource and making effective or difficult decisions despite competing pressures and tight timescales;
- Commercial acumen with experience of income generation and contract negotiation in or with the commercial and business sector;
- Availability to travel extensively, domestically and internationally;
- The highest levels of personal and professional integrity; and
- Resilience, and be comfortable with the pressures, scrutiny and visibility of managing a high profile organisation.

Personal Characteristics

- Outstanding leadership skills, someone who demonstrates passion and who enthuses and inspire others;
- Politically astute and an open style able to build trust and effective working relationships with all stakeholders;
- Authoritative, effective, high impact individual and articulate, tactful and open in communicating with others;
- A driver of excellence with impeccable standards of personal integrity;
- A leader who values diversity and inclusion at all levels, who will champion this agenda to deliver real change inside the organisation and across the Commonwealth as a whole;
- A committed and loyal individual, who demonstrates an outstanding work ethic and leads by personal example;
- An analytical, numerate and disciplined thinker who has the ability to think complex issues through and develop effective solutions in a timely manner.



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Terms of Appointment

Location

The role is full time. The CEO will be based in Birmingham but expected to travel frequently to London and other locations as required.

Period of Appointment

The OC is a time limited body and will cease operations by end of March 2023.

Appointment Process

All shortlisted applicants will be invited to interview in Birmingham and should expect to be interviewed by a number of stakeholders, complete psychometric & media testing and deliver a presentation as part of the selection activity.

The selection panel is likely to include following stakeholders;

- The Chair of the OC
- DCMS Permanent Secretary
- Representatives of the Games delivery partners

How to Apply

The recruitment process is being undertaken by Odgers Berndtson on behalf of the OC. If you wish to apply for this position, in order to be considered, please supply the following by **5pm Friday 10th August**:

- **A comprehensive CV** (no longer than three sides) setting out your career history, with responsibilities and achievements.
- **A covering letter** (maximum two sides) highlighting your suitability and setting out how you meet the person specification. Please note that the covering letter is an important part of your application and is as much the means by which you will be assessed as your CV.
- **Please provide details of two professional referees** together with a brief statement of the capacity and over what period of time they have known you. Referees will not be contacted without your prior consent.
- **Diversity monitoring:** All candidates are kindly requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process or a link will be emailed to you in due course.

Your data will be stored separately from your application and will at no time be connected to you or your application. You will have the option to select 'prefer not to say' but this information is very important to the Organising Committee.

The Organising Committee is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.

By completing the Equal Opportunities Monitoring Form you will be helping the OC meet its public sector equality duty under section 149 of the Equality Act 2012.

- **Guaranteed Interview Scheme:** If you would like to be considered under the Guaranteed Interview Scheme, please download and complete this form and return to melissa.thompson@odgersberndtson.com. Please **do not** attach it to your online application.

The preferred method of application is online at www.odgers.com/67726

If you are unable to apply online please email your application to: 67726@odgersberndtson.com

All applications will receive an automated response.

Further Information

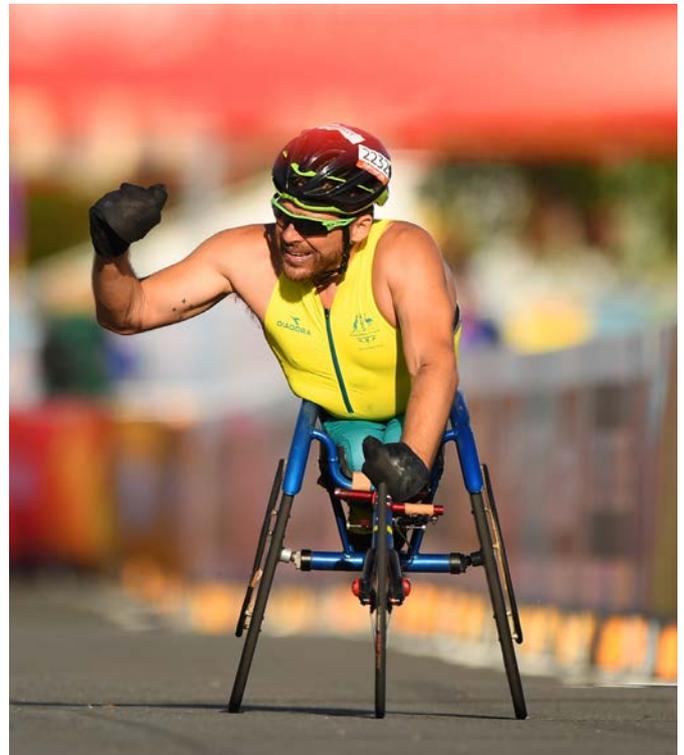
If you would like an informal conversation about this role, please contact:

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