



## INTERIM ROLE PROFILE

<b>ROLE TITLE:</b>	Interim Strategic Lead
<b>GRADE:</b>	Continuation of role – internal secondment
<b>HOURS:</b>	37 hours Per Week
<b>LOCATION:</b>	Venue as determined appropriate for service needs and to support the interim process of setting up the new entity.
<b>RESPONSIBLE TO:</b>	Chief Officer Enterprise – Chair Draft Shadow Board

### **The Purpose of this Role:**

To ensure that strategic direction and necessary set-up of alternative deliver model progresses and closely follows the key milestones of the project timeline. Ensure the various work programmes are coordinated and the overall project is managed. The role will be responsible for working with the shadow board and MCC lead team in developing structures, policies and procedures.

To oversee the ADM perspective in transition stage and to prepare for the necessary foundations to be in place as work is undertaken to enact the new vehicle.

### **Responsibilities:-**

- To coordinate and manage the interim team during the transition period and to oversee the overall strategic direction of the new entity.
- To ensure that correct governing policies and procedures are in place to enable the recruitment of the Shadow Board and that effective support can be given during the transition period.
- To ensure as strategic lead the shadow board is recruited with correct balance and skills; Advertising and recruitment of members.
- To work with MCC lead, interim ADM team lead and MCC colleagues during the transition phase ensuring current workforce is supported during the transition to the new entity and continue to create a motivated, highly skilled and high-performing workforce that embraces the culture in line with new entities vision, mission and values.
- To work with the shadow board and provide advice and guidance on operational delivery, organisational growth and strategic developments.
- To work to ensure the business plans and resources are in line with MTFP and in agreement with shadow board/MCC.
- To work with the MCC Client Lead to ensure that strategic direction and necessary set-up of alternative deliver model progresses and closely follows the key milestones of the project timeline.



## INTERIM ROLE PROFILE

<b>ROLE TITLE:</b>	Interim Finance Lead
<b>GRADE:</b>	Continuation of role – internal secondment
<b>HOURS:</b>	37 hours Per Week
<b>LOCATION:</b>	Venue as determined appropriate for service needs and to support the interim process of setting up the new entity.
<b>RESPONSIBLE TO:</b>	Interim Strategic Lead for ADM

### **The Purpose of this Role:**

To continue to ensure effective strategic and operational financial planning, monitoring and reporting to ensure the new entity will comply with all statutory and external requirements and regulations.

### **Responsibilities:-**

- To support the Strategic Lead and interim team during the transition period and to contribute to the overall strategic direction of the new entity.
- To continue to take the lead on financial accounting and reporting of the services for the new entity.
- To continue to devise and maintain financial systems, procedures and internal controls.
- To continue to ensure that the new entity will meet full compliance with charity law, statutory and fiscal reporting and other applicable legislation.
- To ensure all plans are up to date and current with resources meeting the expectations of the MTFP.
- To seek expert advice from VAT and Audit colleagues to ensure compliance with financial regulations.
- To ensure all projects and income pipelines are robust and are scrutinised for optimum outputs in the new entity.
- To continue to support the interim MCC and ADM teams to ensure the Heads of Terms agreement is robust and is inclusive of key aspects and identifies delegated responsibilities to both the Council and new entity.
- Continue to contribute to the strategic planning and financial management of the new entity.



## INTERIM ROLE PROFILE

<b>ROLE TITLE:</b>	Interim Governance and Engagement Lead
<b>GRADE:</b>	Continuation of role – internal secondment
<b>HOURS:</b>	37 hours Per Week
<b>LOCATION:</b>	Venue as determined appropriate for service needs and to support the interim process of setting up the new entity.
<b>RESPONSIBLE TO:</b>	Interim Strategic Lead for ADM

### **The Purpose of this Role:**

To ensure that systems and procedures are in place to ensure effective governance of the new entity and to support the Strategic Lead in the recruitment and interim responsibilities of the Shadow Board.

To continue to prepare and develop frameworks and support structures that will support workforce and stakeholder engagement, workforce wellbeing and culture change.

### **Responsibilities:-**

- To support the Strategic Lead and interim team during the transition period and to contribute to the overall strategic direction of the new entity.
- To ensure that correct governing policies and procedures are in place to enable the recruitment of the Shadow Board and that effective support can be given during the transition period.
- To work closely with the Interim Strategic Lead to ensure effective recruitment of the Shadow Board including Skills Matrix; Advertising and recruitment of Shadow Board Members.
- To set up meetings for the Shadow Board and maintain minutes of meetings accordingly.
- To continue to prepare and agree Service Level Agreement with school / leisure sites.
- To continue to drive the Project Plan with the interim team leads and ensure all milestones are met accordingly.
- Continuously develop engaging approaches and methodologies to ensure the current workforce is supported during the transition to the new entity and continue to create a motivated, highly skilled and high-performing workforce that embraces the culture in line with new entities vision, mission and values.
- To ensure Members, stakeholders and key partners are kept informed during the transition period and where appropriate hold awareness sessions in relation to the new entity around the County.
- Ensure that the workforce are aware of the organisations policy on Safeguarding, Equalities and Welsh Language and that all policies and practices are in line with MCC.
- Coordinate and lead a robust Volunteer programme to support services and activities provided by TLCY.



## INTERIM ROLE PROFILE

<b>ROLE TITLE:</b>	HR Lead
<b>GRADE:</b>	Continuation of role – internal secondment
<b>HOURS:</b>	30 hours Per Week
<b>LOCATION:</b>	Venue as determined appropriate for service needs and to support the interim process of setting up the new entity.
<b>RESPONSIBLE TO:</b>	Interim Strategic Lead for ADM

### **The Purpose of this Role:**

To continue to ensure systems, procedures and policies are in place to enable the smooth transition for staff from MCC to the new entity.

To continue to give expert advice on HR related issues in readiness for the transfer of workforce from one entity to another.

### **Responsibilities:-**

- To support the Strategic Lead and interim team during the transition period and to contribute to the overall strategic direction of the new entity.
- To ensure that the interim leads are aware of any processes that require undertaking to ensure smooth and transparent transition for all staff in scope.
- To continue to cleanse all staffing databases and ensure that data is current and correct in preparation for TUPE transfer.
- To work with and support the Engagement lead in ensuring that the workforce is prepared and has opportunity to raise queries around the impending TUPE process.
- To ensure staff are kept up to date with progress in relation to staffing matters and a monthly newsletter is sent out to all staff.
- To ensure all staff in scope are aware of TUPE process and have the opportunity to receive individual support for this process.
- To agree communication and relevant roles between project HR, transferor HR and transferee HR.
- To support the Finance and Engagement Leads to ensure that correct and relevant advice is sought on pensions and actuarial information.
- To ensure that key partners including Union representatives are engaged throughout the transition process and updated with current progress.
- To work towards and agree a date for final information / data to be provided to the transferee, ie updated personnel details etc. (usually provided 6 weeks prior to transfer).
- To liaise with the MCC Client Officer and central HR to ensure transparency of key aspects of the transfer and ensure TUPE regulations are upheld.



## INTERIM ROLE PROFILE

<b>ROLE TITLE:</b>	Performance, Evaluation and Programme Development Lead
<b>GRADE:</b>	Continuation of role – internal secondment
<b>HOURS:</b>	18.5 hours Per Week
<b>LOCATION:</b>	Venue as determined appropriate for service needs and to support the interim process of setting up the new entity.
<b>RESPONSIBLE TO:</b>	Interim Strategic Lead for ADM

### **The Purpose of this Role:**

To continue to ensure an effective and robust Outcomes Framework is in place to monitor and evaluate key areas of work within TLCY.

To continue to support and lead the Learning and Funding working groups to ensure TLCY services are maximising opportunities, reducing duplication and engaging projects on a lateral basis that will benefit the wider community.

### **Responsibilities:-**

- To support the Strategic Lead and interim team during the transition period and to contribute to the overall strategic direction of the new entity.
- To continue to support the development and implementation of a robust Outcomes Framework model for TLCY services that will be transferred across to the new entity.
- To support and monitor progress of the Learning group and ensure that activities are met and services are embedding new practice across TLCY.
- To support and monitor progress of the Grant and Funding group and ensure opportunities are being maximised across TLCY services with the intention to identify and map a range of prospective funding opportunities for the new entity.
- To continue to review the current social media and digital marketing strands of TLCY services, and identify opportunities and new ways of promoting the service for the new entity.
- To continue to review marketing audits at all facilities to review and develop current marketing and publicity materials ensuring consistency and arrange initial workshops.



## INTERIM ROLE PROFILE

<b>ROLE TITLE:</b>	Interim Systems, Procedures and Data Readiness Lead
<b>GRADE:</b>	Continuation of role – internal secondment
<b>HOURS:</b>	18.5 hours Per Week
<b>LOCATION:</b>	Venue as determined appropriate for service needs and to support the interim process of setting up the new entity.
<b>RESPONSIBLE TO:</b>	Interim Strategic Lead for ADM

### **The Purpose of this Role:**

To continue to ensure effective monitoring and evaluation of key systems and procedures to capture continuous improvements and key data.

To support, prepare and develop clear marketing strategies that will capture a commercial focus for the new entity and maximise social media streaming.

### **Responsibilities:-**

- To support the Strategic Lead and interim team during the transition period and to contribute to the overall strategic direction of the new entity.
- To continue to monitor and evaluate key systems to ensure robustness to capture continuous improvements of services within TLCY.
- To continue to review and to contribute to the setting of policies, procedures and processes relating to the service activities and synergies, taking into account the views of our stakeholders.
- To continue to manage the collation, analysis, interpretation, processing and presentation of a range of information or data as required.
- To continue to maintain systems, upgrading of existing facilities and/or further developments or investment at sites to ensure the new entity is data rich.
- To continue to develop and maximise services social media and digital presence including supporting the development of a marketing strategy and commercial focus to drive the teams.
- To continue to develop and deliver business and project plans for specific areas of services delivery in line with current core purposes.
- To continue to ensure that all services are actively engaging with, and that all data held is GDPR compliant.