

The key responsibilities of the Chief Executive Officer include:

- Implementing the strategy and developing and delivering the strategic objectives agreed with the Board.
- Communicating throughout Post Office the strategic objectives and the values and ensuring that these are achieved in practice.
- Leading Post Office and managing it within the authorities delegated by the Board.
- Reporting regularly to the Board with appropriate timely and quality information so the Board can discharge its responsibilities effectively.
- Informing and consulting the Chair on all matters of significance to the Board so that the Chair and the Board can properly discharge their responsibilities.
- Recommending to the Board significant operational changes and major expenditure where these are beyond the Chief Executive Officer's delegated authority.
- Assigning responsibilities clearly to senior management and overseeing the establishment of effective risk management and control systems.
- Recruiting, developing and retaining a strong management team.
- Evaluating the performance of the Executive management team, including the Chief Financial Officer.