JOB SPECIFICATION: CHIEF EXECUTIVE OFFICER

The Western Development Commission (WDC) is a statutory body, established by the Western Development Commission Act, 1998, to promote the economic and social development in the Western Region which comprises counties Donegal, Sligo, Leitrim, Roscommon, Mayo, Galway and Clare.

The main elements of the WDC’s role are the operation and effective management of the WDC Investment Fund, analysis and development of policies affecting development of the region and the promotion of initiatives for the economic and social development of the region. The WDC Investment Fund currently stands at €48m with investments in 135 SME’s, micro and social enterprises in the region.

The Commission has an operating budget of €1.495m and has a staff of 16 employees. The WDC offices are located in Dillon House, Ballaghaderreen, Co. Roscommon, where the CEO will be based. Further information on the Commission is available on www.wdc.ie.

1. **Purpose of the Position:**

   The Chief Executive shall carry on, manage, and control generally, the administration and business of the Commission and perform such other functions as may be determined by the Commission.

2. **Duties and responsibilities:**

   Reporting to the Chairperson and members of the WDC, the Chief Executive is required to:

   • Operating under the direction of the Chairperson and members of the Commission, the CEO will be responsible for the administration, management and direction of all aspects of the Commission’s operations in accordance with the provisions of the WDC Act, 1998.
• Provide effective leadership for the management team and staff of the Commission.
• He/she will be responsible for the effective and efficient management of the WDC Investment Fund and for the overall management of the WDC including its staffing, financial and other resources.
• Within the context of the WDC Act 1998, the CEO will support the Commission in developing its policies, strategies and objectives.
• In accordance with requirements, prepare strategic statements for approval by the members of the WDC; statements will identify strategic aims and objectives, outputs and performance indicators.
• Meet agreed objectives as set out in the Strategic Plan and/or annual work programmes or as otherwise determined by the members of the Commission.
• Liaise on behalf of the Commission with the social partners, private enterprise, state agencies and other development organisations and interests in the region.
• Undertake marketing and public relations activities to promote the role and operations of the Commission.
• Represent the Commission on committees and working groups relevant to its operations.
• Act as accounting officer in respect of the Commission’s financial affairs.
• Act as company secretary in the discharge of the requirements of the companies act.
• Develop the structure, organisation arrangements, systems and procedures necessary for discharge of the Commission’s remit.
• Manage the affairs of the Commission in accordance with such guidelines/directions as set out in the governing legislation, the Code of Practice for Governance of State Bodies and as may be from time to time directed by the Department for Environment, Community and Local Government or may otherwise apply to public sector organisations.
• Be responsible for maximising the performance and development of the staff by setting appropriate standards, outlining performance indicators, evaluating performance and taking appropriate action. The other members of the management team will report directly to the Chief Executive.
• Assist the Commission in the discharge of its corporate governance role as required by the Code of Practice for Governance of State Bodies, and comply with any lawful requests as regards reporting arrangements, provision of information etc. as may be required by the Chairman/Commission in that regard.
• Liaise with the Commission’s auditors, legal advisors and other professional service providers.
• Keep the Commission informed in a timely manner of all matters which may impact on the performance and well being of the organisation. Undertake such other duties as may from time to time be lawfully directed by the Chairman and / or the Commission.

3. Essential skills/competencies required for the post

• Educated to a degree level with strong communication, leadership and interpersonal skills.
• Have relevant experience at senior management level.
• Possess strong strategic management skills with an interest in and passion for regional development and the related social and economic issues.
• Have experience of and/or a keen interest in the key areas of policy formulation, regional development and the financing of start-up companies.
• Ability to manage staff effectively.
• Ability to think and plan strategically.
• Ability to manage projects.
• Ability to source funds and manage budgets effectively.
• Experience and understanding of managing communications, particularly in the state sector.
• Excellent presentation and report writing skills.
• Ability to work as part of a team.

4. Desirable

• A post-graduate degree in an appropriate discipline;
• Knowledge or experience of the public sector.
• Experience of corporate governance.

Other Requirements

Candidates must -

• Be of good character.
• Be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
• Hold a full driving licence.
5. Conditions of the Post

Tenure

The appointment is on the basis of a 5 year fixed term contract (full-time position).

The Chief Executive shall not hold any other office or position without the consent of the Commission.

Location

The CEO will be required to work from the office of the Commission which is located in Ballaghaderreen, Co Roscommon.

Salary

The salary scale for this position is €79,401 – €97,194
Candidates should note that the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave

The annual leave allowance will be 31 working days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five day week and is exclusive of the usual public holidays.

6. To Apply

Applicants are invited to submit a CV including 2 references and cover letter by email or post detailing your experience, qualifications and any other relevant information to:

Aideen Cummins, Principal Consultant, Collins McNicholas Recruitment and HR Services Group, Millbrook House, Kennedy Parade, Sligo or aideen.cummins@collinsmcnicholas.ie no later than Thursday 16th March 2017 by 4pm.

The WDC is an equal opportunities employer. Canvassing will disqualify.