



## **JOB DESCRIPTION**

<b>Job Title:</b>	Chief Executive Officer (CEO)
<b>Reports To:</b>	Chair and the Board
<b>Organisation:</b>	InterTradelreland
<b>Base:</b>	Kilmorey Street, Newry, Down, BT34 2DE
<b>Duration:</b>	Full-time, four year fixed-term contract
<b>Salary:</b>	£64,489 - £89,158 per annum

### **Summary of Job:**

InterTradelreland was established in 1999 by the Governments of Northern Ireland and Ireland to boost North/South economic co-operation to the mutual benefit of both jurisdictions. The Body was established by law in both jurisdictions and currently has an annual budget of circa £12.5 million per annum. As Chief Executive Officer, you will lead the Body, providing vision and strategic direction to effectively promote and strengthen North South trade and business development on an all-island basis.

### **Key Duties:**

- Working closely with the Board, provide vision and leadership to InterTradelreland to achieve its strategic ambition and objectives and fulfil its mandate to enhance cooperation on North South trade and business development.
- Lead the formulation of organisational strategy, manage the development, approval and delivery of appropriate Business Plans, and drive their implementation to achieve the organisation's targets.
- Translate NSMC policy directions applicable to the Body into effective executive action.
- Develop and enhance the public profile of InterTradelreland at local, regional and national level and effectively promote the organisation's mission with key stakeholders, potential partners and the wider community using a wide range of media and technologies.
- Establish and develop strategic relationships and drive collaboration with key stakeholders including Ministers, Sponsoring Departments, Departments of Finance, the North South Ministerial Council, economic development agencies and trade and business representative organisations.

- Ensure effective management of the InterTradelreland by fostering a culture of continuous improvement, championing innovative practices and implementing effective change management mechanisms.
- Establish effective mechanisms which encourage co-ordination, collaboration and co-operation across teams in InterTradelreland and ensure a harmonious and holistic approach to service user needs and the optimum use of resources.
- Promote and enhance economic competitiveness and support economic recovery to address key strategic challenges including COVID 19 and EU Exit.
- Proactively promote the range of support and assistance available from InterTradelreland, building on a network of companies and businesses willing to actively support the organisation in its work.
- Direct, discharge and control the execution of the functions of the Body as set out in the company's Financial Memorandum and in line with corporate governance standards and risk management processes and ensure that the Body's activities, internal policies and operations comply with the relevant legislation and guidance of both Northern Ireland and Ireland.
- To be the Accounting Officer for the Body with full budgetary management control for InterTradelreland accountable for the deployment of resources, and to ensure that robust governance systems and controls are implemented.
- Ensure that InterTradelreland fulfils all of its legal, statutory and regulatory responsibilities, including those relating to GDPR data protection, Health and Safety, and Equality duties.

**The above is given as a broad range of duties and is not intended to be a complete description of all tasks. It may be adjusted from time to time by the Board of InterTradelreland, in line with organisational need and changes in the business environment.**

# Person Specification

## 1. ESSENTIAL CRITERIA

- A degree or equivalent third level professional qualification, in a business, management or finance related discipline.
- At least 5 years' relevant experience at a senior management level\* in an organisation of similar complexity and financial scale as InterTradeIreland.
- A comprehensive understanding of SME's and the issues affecting them in each jurisdiction (NI and RoI).

*\*senior management level is defined as working or reporting directly to individuals at CEO level (or the next level) or equivalent, or managing a team where the role includes responsibility for the performance of an organisation or department making decisions affecting strategic issues.*

**Applicants will also be assessed against the following five competencies:**

### **Strategic Awareness and Vision**

- Contribute effectively to shaping the strategic direction of the organisation, developing policies and plans to implement the strategy, and setting appropriate objectives and targets.
- Deliver on strategic goals through the development and implementation of appropriate plans and allocation of resources.

### **Internal and External Relationships and Communication**

- Confidently engage and negotiate with a range of internal and external stakeholders (e.g. Ministers or Corporate Board level) using strong influencing and negotiating skills to secure their commitment to successful delivery on organisational objectives.
- Communicate effectively to a variety of audiences, using excellent communication skills to convey InterTradeIreland's mission and work and to promote and enhance the image of the organisation.

### **Leadership and People Management**

- Provide dynamic leadership and direction to a multidisciplinary team, using well developed people management skills to achieve engagement with, and commitment to, the objectives of the organisation.
- Lead by example, providing a personal approach which inspires, encourages and empowers staff to take their own decisions and instigate action.

## **Commercial Awareness**

- Understand the challenges and opportunities facing Irish and Northern Irish enterprises trading cross border including for example, start-up funding, innovation capability, building scale etc...

## **High Performance and Delivery of Results**

- Lead the formulation of organisational strategy, manage the development, approval and delivery of appropriate Business Plans, and drive their implementation to achieve the organisation's targets.
- Monitor organisational performance against financial and service delivery targets, assess compliance against statutory requirements and identify and initiate appropriate action as necessary.
- Ability to effectively manage risk, specifically in respect of developing and maintaining sound financial strategies.
- Analyse complex information and make sound decisions based on analysis, experience and judgement.

## **2. DESIRABLE CRITERIA**

- A postgraduate qualification in a discipline related to the duties of the post e.g. business, leadership and management, accountancy, finance or human resources management.
- Experience of the governance requirements for a public body and an understanding of the relationship with sponsoring Government departments.

**Shortlisting will be carried out on the basis of the Essential Criteria. InterTradeIreland does however reserve the right to use the Desirable Criteria depending on the number of applications received. You should therefore make it clear on your application form how you meet the Desirable as well as the Essential Criteria.**