**Secondment Opportunity – Executive Director**

The Chief Executives’ Forum has been in existence for over 25 years. It serves a unique role to harness synergy amongst the most senior people in Northern Ireland’s public sector to inform policy and help shape and improve the way services are delivered. The organisation has been sustained throughout this time by a prevailing sense of common interest, a shared commitment to public good and a belief in the values of public service.

Interaction between key players in the public sector remains imperative to respond effectively to changing political, fiscal and citizen requirements. The need for collaboration is amplified in the new draft Programme for Government which adopts an outcomes-based approach, creating greater opportunity for cooperative working across organisations. Set amidst requirements for service reform and continuing pressures on public spending, the Forum is seeking to second a dynamic Executive Director who is committed to assisting Chief Executives help each other navigate towards better outcomes.

The Forum is seeking expressions of interest from suitably qualified individuals working at a senior level (Director or Deputy Director) in the public sector. Secondments are for a period of up to three years with the possibility of an extension, subject to the agreement of all parties. The Forum operates within the private sector as a not-for-profit, public interest company, limited by guarantee. The post of Executive Director represents a secondment opportunity, whereby the post holder remains an employee of his/her employing authority with existing contract of employment and conditions of service.

Should you to find out more about the role of Executive Director please contact the current post holder, David Cartmill (028 90816444), who will be pleased to discuss the position with you.

**Stephen Peover**

**Chair**

**February 2018**

**CHIEF EXECUTIVES’ FORUM**

Clare House, 303 Airport Road West, Belfast, BT2 9ED

T: 02890 816440 E: mail@ceforum.org @chiefexecforum

NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Chief Executives’ Forum

 Name of Host

 Organisation

**1. Interchange Manager’s details**

David Cartmill

 Name

 Organisation/

Chief Executives’ Forum

 Department

Clare House

303, Airport Road West

Belfast

BT3 ED

 Address

N/A

028 9081 6440

 Telephone Fax number

 Number

mail@ceforum.org

 E-mail

Type of Opportunity

**Executive Director**

Secondment – Up to 3 years with the possibility of an extension, subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity

**Background**

The Chief Executives' Forum (the Forum) is the association of the chief officers and senior management teams of public bodies in Northern Ireland. Its membership embraces over 100 public sector bodies including civil service departments, their agencies, local government and the wider public service. It provides a medium within which new ideas and approaches can be explored, developed and supported at senior levels and on an interagency basis. It does this by providing a range of opportunities and services for decision makers to network, to share expertise, and to learn from best practice.

**Our Vision**

The Forum’s vision is to be recognised for the contribution it can make in building a better future for the people of Northern Ireland where the public, private and voluntary sectors work together successfully. As a forum for Chief Executive Officers (CEOs) and other key decision makers, our collective challenge is to apply effectively the values of public service to the age in which we live.

**The Forum’s Aim**

The overall aim of the Chief Executives’ Forum is **‘to contribute to building a better future for all in Northern Ireland’.** It does this by:

* Encouraging, facilitating and promoting good practice with respect to the management and delivery of public services;
* Providing for the ongoing association of the Chief Executive Officers of government departments, local authorities, statutory agencies and other public authorities and statutory officials based in and or operating in Northern Ireland;
* Being constituted as an interagency forum within which Chief Executive Officers, other key officials and decision - makers can explore, develop and support new ideas and ways of delivering public services;
* Facilitating and providing for the discussion of public policy issues and encouraging fresh thinking and innovation in the management and delivery of public service;
* Commissioning research into matters relating to the funding, organisation, management, operation and delivery of public services;

* Encouraging, facilitating and supporting effective communication, collaboration and joint working between public bodies to improve and develop public service delivery mechanisms;
* Encouraging, promoting, supporting and providing for the development of those in senior executive and non-executive positions who lead and direct the work of public authorities;
* Bringing together and co-ordinating the efforts of groups, organisations, companies and individuals concerned or interested in the attainment of the Chief Executives’ Forum.

**The Forum’s Values**

The Forum’s values describe the spirit of how we do business; they define our core belief and culture. They are underpinned by:

* Those of the public sector generally as described by the Nolan Principles;
* A can do attitude and approach;
* A focus on the needs and interests of our members and, ultimately, the citizens they serve;
* The principle of an effective, efficient and collaborative public service focused on and accountable to the people of Northern Ireland;
* The demonstration of good corporate governance with clear systems of direction, operation and control.

**Corporate Planning**

The Forum operates under a Corporate Plan 2016-2018 (under review currently) in which the following strategic themes underpin its activities:

**Supporting the democratic process**

The Forum has a pivotal role to play in identifying key areas where the collective voice of its membership can assist and better inform the process of government and help in the delivery of the agenda set out in the draft Programme for Government. The Forum seeks to introduce best practice from inside and outside the public sector including close collaboration with professional bodies. It endeavours to encourage strategic partnerships across government departments and to involve the private and voluntary sectors based on strong joint visions, clear objectives and agreed responsibilities.

**Supporting the region**

Members and other stakeholders are best served by a regional view which is informed both upwards and downwards and which prioritises and shapes activity accordingly. The Forum seeks to integrate the views of public sector Chief Executives at local and regional level; facilitate mutual understanding; share examples of good leadership and encourage collaboration with the private and voluntary sectors.

**Supporting members**

Change affecting members is constant and can also be rapid. Each member has a different set of professional needs and has a valuable contribution to make to the Forum. Member support and engagement is the foundation and focus of all the Forum’s activities. The Forum aims to maintain and develop a unique, public service-wide network of CEO’s and senior public sector staff. It endeavours to remain relevant to the needs and interests of its members seeking to share strategic thinking, recognise interdependencies and plan for collaboration. To help in the delivery of this strategic objective the Forum carefully manages the financial and governance aspects of its work; seeks to demonstrate excellence in operational processes and, importantly, provide good value.

 Main objectives of the opportunity

The Executive Director works to a Board of Directors in developing CEF policy and services. Those services include an extensive programme of best practice events and activities. The Executive Director maintains regular contact with members, providing programme evaluation and following up on identified areas of need. The role also involves building relationships with partner organisations and all aspects of corporate management, including finances and staff.

# Principal Duties:

* The provision of support and high quality strategic advice to the Forum’s Board of Directors, Business Committee and Audit Committee.
* The production of planning and policy documents to support the organisation’s vision and long term direction.
* The creation, maintenance and enhancement of effective working relationships with chief executives, chairs and senior managers of public sector organisations.
* The development of quarterly programmes of events and activities which reflect the needs of members.
* The creation and maintenance of partnerships with key players in the private and third sectors.
* The organisation of the briefings, seminars and conferences as agreed in the quarterly programmes ensuring optimum participation by members.
* Oversight of the Forum’s financial management and information system, planning, monitoring and accounting for the Forum’s income and expenditure accounts.
* Responsibility for the Forum’s Annual Report and Financial Statements and compliance with Company regulations.
* Keeping abreast of policy issues and other developments relevant to members either generally or sectorally as they emerge from within government and elsewhere.
* Promotion of innovation through drawing on expertise available nationally and internationally and through commissioning targeted research.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Skills and Experience**

* Excellent written and oral communication skills.
* An in-depth understanding of issues affecting the public sector generally
* An ability to foster effective working relationships with a wide range of partner organisations particularly at senior and top management levels
* An ability to successfully influence external partners, stakeholders and customers to secure mutually beneficial outcomes.
* An ability to develop and ensure the delivery of a diverse programme of high quality events and activities.
* An ability to plan and use resources effectively and efficiently, particularly financial resources.
* An ability to maintain records management systems to inform the Board and meet all statutory requirements.
* An ability to manage and develop staff.

**General Requirements**

* Access to/ownership of a car for work related travel requirements is essential.
* Availability to work outside normal hours (for example, breakfast briefings, evening dinners).
* Experience of planning or managing events such as conferences, courses etc. would be beneficial.

**4. Personnel: Please state below**

 Who will the individual report to?

The Chair and the Board of the Chief Executives’ Forum

 Who will be the individual’s line manager and/or reporting officer?

The Chair of the Chief Executives’ Forum

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

The Forum serves the interests of organisations across the public sector. It is staffed entirely by seconded personnel on the basis that experience is shared and rotated, ensuring the Forum remains abreast of issues across a broad spectrum of stakeholders.

Seconded individuals may have experience of policies in different organisations but will rarely have an opportunity to share this with and learn of circumstances faced by the Forum’s wider membership. Interaction with senior leaders from the public, private and third sectors offers excellent networking and development opportunities for individuals seconded.

Seconding organisations will benefit through having staff exposed to a wider perspective of issues facing the public sector. Against the context of the draft Programme for Government, staff seconded to the Forum gain a holistic appreciation of responsibilities and public priorities pursued at national, regional and local levels. Knowledge acquired and contacts made will add considerable value to sponsoring organisations in a new era of collaborative working.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

 desk, PC, fax etc.) and funding arrangements for the opportunity.

**Location:** The post is located at Clare House, 303 Airport Road, Belfast with accommodation and access to computers, office equipment and services hosted by the Department of Finance.

**Start Date:** A start date is sought as soon as possible in the 2018-19 financial year but subject to mutual agreement. A short “handover” period with the current Executive Director may be provided.

**Duration:** Up to 3 years with the possibility of an extension, subject to the agreement of all parties.

**Funding:** Salary and staff costs relating to the secondment will be recouped from the Forum by agreement on either a quarterly or 6-monthly basis.

**Contact:** For further information about the post please contact current post holder David Cartmill on 028 9081 6444.

**Closing Date:** 5.00pm on Friday 23 March 2018.

**7. Endorsement**

 **Interchange Manager**

Signed

21 February 2018

 Date