

**CoAction CEO
Community Healthcare Organisation (CHO) Area4
Job Specification & Terms and Conditions**

Job Title and Grade	CEO CoAction (Permanent Contract of Employment) CEO BAND S2 Social Care
Campaign Reference	CEOct17
Closing Date	Friday November 17th at 5pm
Proposed Interview Date (s)	Week of December 4th 2017 - Provisional
Taking up Appointment	A start date will be indicated at job offer stage.
Organisational Area	HSE CHO Area 4
Location of Post	CHO4 – Cork & Kerry The post is based in Bantry.
Informal Enquiries	Informal enquiries in respect of the role: Cathy Kelleher – HR Manager – cathykelleher@coaction.ie
Details of Service	<p>Founded in 1974 by a group of parents and friends, CoAction West Cork is a community based organization and a designated HSE service provider for children and adults with a disability and/or autism in West Cork.</p> <p>It is our Vision to support each person to develop their own unique personal gifts, strengths and talents and to live the life that they choose for themselves within their own local community. We believe passionately in a diverse society where difference is celebrated and everyone can enjoy the opportunities that society has to offer. We recognize that each person may require additional supports at different stages in life and we strive to work with each individual to provide appropriate supports in an empowering framework that focuses on and promotes ability.</p> <p>The post holder will be assigned responsibility and accountability for the provision of services consistent with the services of the division to which they are appointed</p>
Reporting Relationship	Reports to Chairperson of the Board of Directors of CoAction
Purpose of the Post	The CEO is responsible for leading the development and execution of CoAction's long term strategy with a view to ensuring we are providing the best possible service to the people we are supporting. The CEO is ultimately responsible for all day to day management decisions, and for implementing the organisations long and short term plans. The CEO has overall responsibility in conjunction with the Board to maintain and develop best practice in relation to our service provision, quality systems, staff performance, financial management, programme design and delivery, person centered service planning and promotion of the company to stakeholders.
Principal Duties and Responsibilities	Under the direction of the Board of Directors the CEO will be responsible for the services assigned to him/her within the Community Health Organisation (CHO) area. The post holder will: Lead the services provided by CoAction West Cork to ensure that they are Person Centred, based on current best practice and in keeping with; CoAction's Policies, Staff Handbook, Five Year Plan and Quality system; Health and Safety Regulations and Government Health Strategy.



Lead change and innovation in line with the agreed strategic objectives of the organisation and lead the Management Team in the delivering the Change Agenda with positive effect throughout CoAction

Ensure each service complies with relevant National Disability standards, HSE New Directions Policy and Standards, and CoAction policies.

Attend branch meetings, Board meetings, and sub-committee meetings as required and provide monthly reports to the Board and to sub-committees of the Board of Directors. Provide other reports to the Board as requested. Work with sub-committees and working parties as required

Work with the Finance Department on Budget Preparation and sign off, and have oversight and involvement with Management Accounts, Insurance, and all Service Costings

Ensure capital projects are tendered for, and managed in line with the policy of the Board.

To ensure each service complies with HSE Policy on Safeguarding Vulnerable Persons at Risk of Abuse.

To ensure the continuous evaluation and adaptation of each service in accordance with the needs of each individual supported.

To ensure compliance with HSE Service Level Arrangements/requests.

Ensure that the organisation is represented on relevant HSE Committees, National Federation, and other relevant bodies.

To promote the company image in the most positive manner to service users, staff, parents, stakeholders and the general public

Attend seminars, conferences etc. at the request of the organisation.

Adhere to the organisation's mission, ethos, company policies and procedures.

Be fully familiar with the terms of the Safety Health and Welfare at Work Act, as it effects y services.

Work with the Board of Directors and all relevant personnel to ensure that all branches are equipped to carry out their role as outlined in the branch handbook and are effective in doing so

Manage the resources, including staff under his/her control within agreed parameters and prepare service plans, estimates and budgetary reports pertaining to his/her area as required.

Put in place appropriate measures for the evaluation and review of all aspects of the services for which he/she is responsible and to monitor performance and take appropriate action to deal with variances.

Provide the necessary leadership and direction to ensure that the overall purpose and objectives of strategic and service plans are understood by staff within area of responsibility in order to secure their active participation in the delivery of high quality, efficient and cost-effective services.

Support & lead as appropriate, the assessment and evaluation of local needs against service delivery and the determination of priorities and the development of services to meet them, including the re-orientation of existing services where appropriate.



	<p>Ensure that agreed standards for service delivery are established and maintained in the interests of providing a quality service.</p> <p>Contribute to human resource planning & management.</p> <p>Contribute to positive employer/employee engagement.</p> <p>Contribute to financial planning and management.</p> <p>Ensure that HSE policies & statutory obligations are fulfilled in relation to the provision of care and in relation to staff management.</p> <p>Negotiate and maintain contracts for the supply of services to and from non HSE agencies in line with HSE policies and regulations.</p> <p>Establish and maintain good relationships with primary care contractors, voluntary organisations and other agencies and to raise awareness of and commitment to the policies and objectives of the HSE services for which he/she is responsible.</p> <p>Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the area of responsibility for example, National Standards for Safer Better Healthcare, HIQA standards for residential services for older people/disability services, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</p> <p>Lead the delivery of a safe and quality service in the assigned area of responsibility.</p> <p>Put systems in place to ensure all relevant legislation and policies and procedures for the assigned area of responsibility are adhered to.</p> <p>Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</p> <p>Will hold statutory roles in accordance with the Health Act and Mental Health Act as required.</p> <p>The CEO will be assigned responsibilities for specified service areas and may be asked to contribute as required to national processes and policy development.</p> <p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or Experience</p>	<p>Candidates must have at the latest date of application: -</p> <ul style="list-style-type: none">• Significant health sector management experience which should include financial and staff management.• Proven ability in developing and implementing plans at a strategic and operational level.• A track record of delivering significant change in a complex multi stakeholder environment, as relevant to this role



	<ul style="list-style-type: none"> • Experience in the delivery of a safe and quality service through multi-disciplinary and cross sectoral working. • The requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office. <p>Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p> <p>Age Candidates must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p>
<p>Other requirements specific to the post</p>	<p>Access to appropriate transport to fulfil the requirements of the role as the post will involve travel.</p>
<p>/Professional Skills, competencies and/or knowledge</p>	<p>Candidates must have at the latest date of application: Minimum of 5 years' experience in managing at a senior level in a similar environment 3rd Level Management/Leadership Qualification</p> <p>Professional Knowledge & Experience</p> <ul style="list-style-type: none"> • Knowledge of the role of community health services in the broader health service structure and its relationship with external agencies • Detailed knowledge of the issues, developments and current thinking on best practice in relation to healthcare delivery and reform • Knowledge and experience in relation to operations and project management • Understanding of regulation, including HIQA and standards that apply to services delivered in the community • Demonstrate an understanding of the performance systems needed to manage in community health services. • Experience of managing a range of service supports • Experience of managing effective interdisciplinary service and supports • Leadership skills with the ability to adjust style and approach to maximise team and individual performance • The skills to motivate others in the empowerment of the individuals being supported • Ability to work effectively in partnership with a wide range of stakeholders • Understanding of and commitment to the promotion of diversity, choice and equal opportunities • Excellent IT & Report Writing skills • Effective organisational and time management skills • High level of Commercial acumen/Financial Management • The requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office. <p>Operational Excellence – Managing and Delivering Results</p> <ul style="list-style-type: none"> • A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships. • Strong evidence of excellent planning and implementation of programmes of work. • A capacity to negotiate and then ensure delivery on objectives • Strong focus on achieving high standards of excellence and measurement of performance



- Track record in effective planning and management of resources and financial budgets
- Track record in managing change
- Promote accountability and transparency in the administration of the service
- A proven commitment to delivering a safe and quality service.
- Experience of adopting systems and approaches in line with good practice and external regulation

Critical Analysis and Decision Making

- The ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action and anticipating challenges
- Have the ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions.
- Demonstrate knowledge and application of evidence based decision making practices and methodologies.
- Experience of leading Projects to completion within defined time-frames and budget

Leadership and Direction/Influencing to achieve

- Capacity to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes.
- Effective leadership in a challenging and busy environment including a track record of innovation / improvements.
- Significant experience in supervision, appraisal and professional development of staff with the ability to motivate others and form good working relationships
- The capacity for management responsibility and demonstration of initiative, including decision making.
- Demonstrate team building and management skills including the ability to work collaboratively with multi-disciplinary/ multi-sectoral team members.
- Promote change and continuously strive to improve the quality and efficiency of all aspects of the change agenda

Building and Maintaining Relationships – Communication

- Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups.
- A track record of building and maintaining key internal and external relationships in achieving organisational goals.
- The ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementation.
- An ability to influence and negotiate effectively in furthering the objectives of the role.
- Keep the CoAction Board fully informed of all Key Metrics

Personal Commitment and Motivation

- Be driven by the values, aims and ethos of the organisation.
- Demonstrate a service centred approach to provision of health and personal social services.
- Be capable of coping with competing demands without a diminution in performance
- Maintain a calm and controlled style across all situations
- Take responsibility for their own health, well-being and work-life balance
- Demonstrate flexibility and perseverance

<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p>
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	<p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the screening stage of this process will be called to interview depending on the service needs of the organisation.</p>
	<p>CoAction is an Equal Opportunities Employer</p>

CoAction CEO

Terms and Conditions of Employment

Tenure	<p>The current vacancy is Permanent and whole time</p> <p>The post is pensionable. A panel may be created from which specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p>
Remuneration	<p>The Salary scale for the post is: €75,000 (Pt.1) - €80,000 (Pt.5) CEO BAND S2 Social Care</p>
Working Week	<p>The standard working week applying to the post is 37 hour per week. Participation in the On Call arrangement is a requirement of the role</p>
Annual Leave	<p>The annual leave associated with the post is 27 days</p>
Superannuation	<p>This is a pensionable position with the National Federation of Voluntary Bodies Pension and Assurance Scheme.</p>
Probation	<p>Every appointment to CoAction is subject to a six month Probationary Period. The Probationary Period may be extended up to a maximum of 11 months.</p>
Infection Control	<p>Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.</p>