

**Job Description & Person Specification  
Chief Executive Officer  
Cork Centre for Independent Living**



January 2024



## Overview

The Independent Living Movement emerged in the early 70's, pioneered by and for disabled people. Their aim was to raise awareness about the philosophy of Independent Living, advocate for services to facilitate their independence and to establish a support network to empower peers.

**Cork the Cork Centre for Independent Living** ([www.corkcil.ie](http://www.corkcil.ie)) was established in 1996 to raise awareness locally and its purpose remains to ensure that disabled people achieve independence, choice and control over their lives and full participation in society as equal citizens, with the opportunities to make decisions about how they live their life.

Our mission is to work with and on behalf of people with disabilities to develop and influence public policy, public services, supports and opportunities which maximise people's choice and control over their lives and services.

The experience and perspectives of people with disabilities is at the centre of what we do guides our values of independence; transparency; accountability; integrity and honesty and underpins our services.

## Organisation Profile

Cork the Cork Centre for Independent Living is a not for profit organisation with charitable status, funded under Section 39 Health Act 2004. We mainly provide our services in CHO4 South Lee area of Cork city and county. A small professional team based in the Monahan Road lead and support over 60-sixty community based health and social care workers called Personal Assistants (PA's) who provide a very varied range of individualised supports to over 128 Service Users and in many cases their families.

## The Post

The Board of Management now wishes to appoint a CEO to build on the successes of Cork the Cork Centre for Independent Living and lead the organisation into the future. The successful post holder will report directly to the Board of Directors and will be responsible for leading, managing and developing the services into the future.

## The Role

As the CEO, you will play a crucial role in the effective management of Cork Centre for Independent Living. You will contribute to the strategic development of Cork CIL, translate strategic goals into operational practice and be responsible for overseeing the day-to-day operations, ensuring the delivery of high-quality services. Fostering a positive work environment you will enable our staff to successfully deliver on our mission and enable our Service Users to access the supports and services they need to live independent lives of their choosing.

The ideal candidate will possess a strong combination of management experience and operational expertise. They will have an understanding of organisational governance and compliance, financial acumen, and a demonstrable understanding of the complexities of health and social care services.



This document outlines of the roles and responsibilities of the post. It should be read carefully along with the Person Specification.

It 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.

### Application Process

Application for the post are by way of a **detailed Curriculum Vitae along with specifically tailored supporting statement that demonstrates you skills experience and suitability for the post.** This should reach the offices of Cork Centre for Independent Living on or before.

Day:	Friday
Date:	22 <sup>nd</sup> March 2024
Time:	17.00
Address	Cork Centre for Independent Living First Floor Lawley House, Monahans Road, Celtic Park, Cork City T12 N6 PY
Email	Attn David O'Sullivan Chairperson <a href="mailto:ceorecruit2024@corkcil.ie">ceorecruit2024@corkcil.ie</a>

### Interviews

Interviews will be held in person and are provisionally scheduled for the week commencing 8<sup>th</sup> April 2024. Date to be confirmed.

### Canvassing

Canvassing will disqualify candidates and result in their exclusion from the appointment process. (An example of canvassing is a candidate attempting to get additional support from an individual or individuals involved in the selection and appointment process by other means than the specified application route. This could result in an unfair advantage to the candidate



Summary of Post

Job Title	CEO
Hours	Initially 35 hours pw (1.0 WTE where the WTE is 35 hours per week) to be worked over 5 days. Consideration for less than WTE (25 hours a week over 4 days) can be considered for the right candidate
Grade /	CIL Salary Scale Starting point €65,346 to €75,529 based on relevant experience Pro rata for part-time
Closing date	22 <sup>nd</sup> March 2024
Start date	Will be indicated at job offer stage
Location of Post	Cork City & county. Occasional requirement to travel outside county. Some opportunity for hybrid working
Informal Enquiries	TBC
Reporting Relationship	Reporting directly to Board of Management
Key Working Relationships	Including but not restricted to: <ul style="list-style-type: none"> <li>• Chairperson of Board and other Board Members</li> <li>• Service Co-ordinators</li> <li>• Administration &amp; Finance staff</li> <li>• Personal Assistant (HCW)</li> <li>• Service Users and as appropriate their nominated persons.</li> <li>• HSE Disability and Home Supports leads</li> <li>• HSE Finance &amp; Quality Leads</li> <li>• HSE Community nursing therapy and support staff</li> <li>• Disability Service Providers in Cork South</li> <li>• Professional key contractors providing services to Cork CIL including but not limited to, IT Support &amp; Database Providers, External Auditors and Insurers and brokers .</li> <li>• Other CIL's and umbrella organisations notably DFI</li> </ul>
Purpose of the Post	As the CEO, you will be responsible for leading, managing and developing the services and play a crucial role in the effective management of Cork Centre for Independent Living.  In partnership with the Board of Management you will contribute to the strategic development of the organisation. As CEO you will translate key strategic directives into operational plans and you will be accountable for and oversee day-to-day operations, ensuring the delivery of high-quality services. Fostering a positive work environment you will enable our staff to successfully deliver on our mission and enable our Service Users to access the supports and services they need to live independent lives of their choosing.



### Strategic Management

- In partnership with the Board of Management contribute to the development and implementation of strategic plans to enhance the quality of Cork CIL services, lead to improved operational efficiency, and achieve business objectives.
- Collaborate with all key stakeholders (internal & external) to define and refine organisational goals, identify growth opportunities, and optimise resources.
- Collaborate with external partners to develop strategic alliances, explore business opportunities, and enhance the organisation's reputation.

### Operational Management:

- Provide a single point of initial management contact for all issues relating to the Cork CIL services.
- Lead responsibility for negotiation and delivery of the annual Service Level Agreement with HSE and other services contracts/ agreements as and when appropriate
- Ensure that the current contracted services are delivered and any service level agreements and/or grant aid agreements in place are being met.
- Ensure that Cork CIL services delivered are person centred and meet or exceed the expectation and needs of Service Users.
- Ensure all services are compliant, represent value for money and are underpinned by and reflect the philosophy and ethos of Cork- CIL.
- Ensuring organisational compliance with sectoral regulations, policies, and procedures and timely reporting as required .
- Monitor key performance indicators, analyse data, and implement improvements to enhance operational efficiency and patient satisfaction.
- Establish and maintain effective communication channels to promote collaboration and coordinate activities.
- Assume or delegate the role of at Designated Person in regard to Safeguarding and Children First
- Support the provision of an effective system of emergency on call.
- by funders and other key stakeholders.

### Risk Management

- Have a good understanding of Risk Management and approaches to identifying and mitigating risk in all areas of operational responsibility.

### Human Resource Management

- Work to create a positive workplace environment that is open, trusting and equitable.
- Provide direct line management support to senior staff.
- Provide guidance and support to staff members, promoting professional development, and addressing performance issues as necessary.
- Lead on the review development of policies protocols and guidelines to ensure compliance with current legislative requirements and which reflect best practice.
- Support the recruitment , training, and supervision of skilled staff and ensure that Cork Centre for Independent Living is open , transparent and compliant in all recruitment and employment practices.



### Financial Management:

- Develop and manage budgets, forecasting financial needs, and monitoring expenses to ensure the financial viability of the organisation.
- Identify revenue generation opportunities and implement cost-saving measures without compromising the quality of patient care.
- Ensure that factual, analytical and evidence based information as appropriate and required by the Board of Management, HSE and other key stakeholders.
- Ensure compliance with external Financial Audit and HSE Annual financial Monitoring Returns (AMFR)

### Information Management

- Understand and ensure compliance with General Data Protection Regulation (GDPR)
- Ensure that factual, analytical and evidence based information to inform decision making is available to the Board of Management, The Executive, HSE, CIL members and other stakeholders is available, timely and accessible.
- Ensure the production of timely accurate accessible reports as required including but not restricted to Board Reports and Annual Reports as well as regular and ad hoc reports required.



**Person Specification**

Read this person specification carefully. These are the criterion against which we will shortlist applicants.

Essential	Highly Desirable/Desirable
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A relevant 3rd level qualification in health social care, administration, business management, or a related field</li> <li>• Candidate must be eligible to work in the State.</li> <li>• Candidates are subject to the An Garda Siochana Vetting Process and provide overseas police checks where indicated.</li> <li>• Full clean driving licence and access to car.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised qualification health or social care e.g. nursing , occupational therapy , physiotherapy, social care or disability services.</li> <li>• Post graduate management qualification, MBA, Lean Healthcare or similar post graduate qualification.</li> <li>• ECDL or equivalent</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Strong management experience which should include financial and staff management in the area of health, social care or not for profit or disability sector.</li> <li>• Demonstrable experience at a senior level, in planning, developing, and executing strategic plans in line with an organisation’s aims, goals, and objectives.</li> <li>• Proven experience in building and managing effective relationships with stakeholders both internal and external to the organisation developing including managing professional relationships with statutory bodies, and/ or Service Partners.</li> <li>• Demonstrate a well-developed understanding of risk, risk assessment and risk management in context of organisational risk and in a service delivery.</li> <li>• Experience in the review development and implementation of policy protocols and standards.</li> <li>• Understanding and experience of working with staff and service user databases and compliance with General Data Protection Regulations (GDPR).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in disability services</li> <li>• Experience of working in a healthcare setting a distinct advantage.</li> <li>• Experience in social media.</li> </ul>



<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Demonstrable ability to lead and motivate diverse teams.</li> <li>• Proactive, flexible adaptable, and able to thrive in a changing environment.</li> <li>• Demonstrable business acumen and financial management skills.</li> <li>• Robust IT skills including word, PowerPoint, excel.</li> <li>• Analytical mindset with the ability to use data-driven insights for decision-making.</li> <li>• Demonstrate the ability to think strategically.</li> <li>• Demonstrable knowledge and understanding of Irish health and social care services, it regulations and compliance requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and experience of working with staff and service user database</li> <li>• Experience/ understanding of payroll packages Quantum , Sage, etc.</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Have a working knowledge of HSE national, regional and local framework documents and guidelines influencing disability services, specially adult service provision.</li> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the area of responsibility.</li> <li>• Have a working knowledge of 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.</li> <li>• Working knowledge of role and responsibility of Data Controller and Data Processor</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the local Cork Disability Sector especially adult service provision , its interface with HSE community services and the potential implications for service delivery</li> </ul>