

## Executive Director, ICF – Person Specification

### Experience

Senior leadership/board level experience– essential

Relevant sector experience \_ desirable

Third Sector experience – desirable

Senior Stakeholder Engagement and Public speaking – essential

### Qualifications

Educated to Degree level – essential

Relevant sector experience degree – desirable

Member of a Professional body – desirable

### Role Competencies

#### Leadership

- Be highly visible and credible to a wide variety of stakeholders, communicating the significance of the profession, and the Institute's purpose and direction with clarity and enthusiasm
- Take initiative, seek out and maximise opportunities that benefit the Institute and the profession
- Translate strategic priorities into clear outcome-focused objectives and provide the energy and drive in achievement of these objectives
- Role model continuous learning and self-development and create an inclusive working environment.
- Maintain and build a high performing, supportive and inclusive team, aligned around common goals
- 

#### Seeing the big picture

- Shape the Institute's role and purpose to support a flourishing profession in the UK.
- Develop an in-depth insight into the dynamics and issues surrounding the profession, including political, economic, social, environmental and technological impacts
- Create clear long-term strategies focused on adding value to the Institute, its membership and the profession, making real, lasting change.

#### Communicating & Influencing

- Negotiate with and influence external partners and stakeholders successfully at the highest levels, securing mutually beneficial outcomes
- Communicate in a straightforward, honest and engaging manner with all stakeholders and stand ground when needed

- Actively promote the Institute's and the profession's reputation externally and internally – build a sense of pride and passion

#### Networking/Building Relationships

- Proactively create, maintain and promote a strong network of connections with a wide variety of stakeholders across the UK and overseas, including key opinion-formers in Government and other organisations active and influential in the sector.
- Work effectively with different organisations such as private and public sector and voluntary groups to commission and source solutions to achieve policy and organisational goals
- Work collaboratively within the Institute's governance structure, building strong, positive relationships with staff and members.

#### Changing & Improving

- Seek out opportunities for innovation, be curious, engage with members and Council, and have the courage to take risks and make step changes to how things are done
- Create and encourage a culture of initiative, flexibility and responsiveness, mobilising the Institute to respond swiftly to changing priorities
- Create effective plans, systems and governance to manage change and respond promptly to critical events
- Actively seek out and share experience to develop understanding and knowledge of own work, the profession and the membership

#### Delivering a Quality Service

- Create and implement policies, plans and service provision to meet the membership's diverse needs based on an up-to-date knowledge of issues and relevant good practice
- Seek feedback and continuously improve the service to members to underpin and secure growth
- Drive and deliver a culture that emphasises transparency/responsibility, continuous improvement, professional excellence and value for money
- Maintain good financial and budgetary discipline by ensuring accountability for financial controls, systems and risks
- Ensure adherence to legal, regulatory and security requirements in service delivery

#### People

- Champion the strategic importance of people, talent management and development issues, building a strong culture of continuous learning and
- Actively promote diversity and equality of opportunity, valuing difference and experience
- Recognise, respect and reward the contribution and achievements of others
- Build a high performing team, aligned around common goals

#### Making Effective Decisions

- Ensure involvement and consultation where necessary/appropriate and take decisive action when required
- Articulate options, risks and impacts, including economic, environmental, political and social, and recommend plans to manage, improve and mitigate

- Analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions.
- Use sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice.
- Identify and act when external advice and expertise is needed to aid decision making