

Director of Corporate Affairs

Job Description

Job Title: Director of Corporate Affairs

Responsible To: Chief Executive

Responsible For: All Staff within the Corporate Affairs Department

Location: 40/44 Eglantine Avenue, Belfast, BT9 6DX

Hours: 35 Hours per Week

Salary: PO5 / Points 52-57 / £47,576 - £52,671

Overall Purpose of Post

Provide strategic leadership for the corporate affairs of all Cancer Focus Northern Ireland activities, ensuring the highest levels of professional practice and performance. This portfolio includes the management of finance, IT, personnel, facilities and general management duties.

As a member of the Senior Management Team, to contribute to the overall strategic management and direction of Cancer Focus NI.

Key Responsibilities

Strategic Leadership

* Deliver visionary leadership and strategic direction for all Cancer Focus NI corporate affairs.
* Maintain a high performance and learning culture and strong sense of team ethic.
* To radically transform the way that corporate functions are delivered, ensuring integration, where necessary, in order to drive organisational and cultural change in line with Cancer Focus NI’s transformation agenda.
* Ensure organisational values are lived out in the workplace within the Services Department, including fostering a culture of excellence, accountability and innovation.
* Influence and support the Trustee Board, Chief Executive and Senior Management Team in the strategic direction of the organisation.

Financial Management

* Provide leadership to the Finance Department. This includes delegating, where appropriate, carrying out regular reviews, ensuring the provision of training as necessary, seeking to continuously improve our systems and services in line with legislative requirements and best practice.
* Develop the annual organisational budget to ensure future sustainability in conjunction with the Chief Executive.
* Support colleagues to manage devolved budgets and to ensure that reports are generated for budget managers and departments as required.
* To prepare and present financial reports to the Senior Management Team, Finance & Policy Sub-Committee and the Trustee Board in a timely and accurate manner to enable evidence based decision making.
* To help develop and cost business structures and systems in line with both the finance and organisational strategies.
* To ensure that the organisational Finance Policy and Procedures is updated and implemented effectively.
* To liaise with external auditors in the production of statutory accounts and ensure that all regulatory annual returns are completed as required.

Personnel

* Develop a HR Strategy and operational processes which meets the charity’s needs providing support to the Chief Executive and Senior Management Team on all personnel matters.
* Ensure an appropriate HR Policy and Procedural framework is in place, including compliance with employment legislation.
* Ensure that advice on employment related issues is available to all levels of management when required and act as the main point of contact with external HR advisors.
* Oversee all aspects of pensions and payroll processes, including pay increases, regulatory compliance.
* To ensure compliance with organisational policies and procedures and professional guidelines and standards for all employment related matters, supervision and practice.

IT Management

* Ensure effective strategies and plans are in place for the development and delivery of IT and management information systems and support, to meet the charity’s needs.
* Oversee all IT provision and requirements across the charity, ensuring that key data is protected and accessible.
* Manage the IT Officer and outsourced IT provider to ensure that all Cancer Focus NI staff are appropriately and effectively supported at all times.

Estates & Facilities Management

* Devise and deliver effective estates and facilities development and maintenance strategies.
* Direct the management and maintenance of all estates and facilities to maximise their usage and return on investment, and to protect the charity’s property investment.

Governance / Reporting

* Maintaining a sound, overarching corporate governance and risk management strategy for the organisation to ensure the highest level of accountability in the organisation’s decision-making processes.
* Working with providers of the organisation's professional services (e.g. legal, audit, employment, IT, insurance etc).
* Ensure appropriate and cost-effective insurance cover is in place for the charity and manage all insurance matters.
* To support the Chief Executive and Senior Management Team in long-term business planning and collaborate with the Chief Executive to update the risk register to identify potential problem areas and propose solutions.
* To provide support to other departments on the collation of key data and metrics to analyse trends, make recommendations and ensure effective programme / service delivery and impact assessment.
* Ensuring compliance of data collection and retention for services in line with General Data Protection Regulations and Guidance.
* To develop, manage and ensure compliance with all organisational policies and procedures.

Line Management / Team Working

* Responsibility for the day-to-day management, leadership and motivation of direct reports as well as volunteers.
* To ensure the professional development, training, mentoring and performance management of direct reports.
* Contribute to the organisation’s overall strategic and operational planning and participate in any cross departmental project or working groups as required.
* Contributing as a member of the Senior Management Team to wider business improvement, organisational development and overall management of Cancer Focus NI.
* Contributing and reporting to the Trustee Board and attending Trustee Board meetings as required.

Other

* Other duties as may reasonably be allocated by the Chief Executive or Trustee Board from time to time.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by the Chief Executive which are commensurate with the level of the post. The accountabilities outlined in the Job Description will be supplemented by annual key objectives which will be developed and reviewed with the postholder as part of the annual appraisal process.

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Person Specification

Director of Corporate Affairs

This Person Specification sets out the experience, qualifications, skills and qualities which we believe are necessary for this role. Your Application Form should show evidence of how you meet all of the criteria.

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|  | Essential | Desirable |
| Experience and Qualifications | * Degree level qualification or suitable relevant professional experience * Evidence of continuing professional development with a focus on management and leadership | * Postgraduate level qualification |
| Experience | * A proven track record in senior management, reporting directly to a Board or at Senior Director level * Significant financial management experience * Experience of managing budgets and resources * Strong strategic planning, prioritisation and execution skills with the proven ability to manage competing demands and monitor progress and impact through the development of operational plans * Significant experience of human resource and personnel management |  |
| Knowledge | * A comprehensive understanding of company and charity law and the general compliance and |  |
|  | Essential | Desirable |
|  | regulatory environment in which Cancer Focus NI operates   * A detailed understanding of charity SORP accounting guidelines * An understanding of the policy context in which Cancer Focus NI operates and the political, economic and social drivers and trends that affect it * An understanding of personnel and employment law * An understanding of the impact of cancer on individuals, their families, friends and colleagues * A demonstrable knowledge of health and social care environment in Northern Ireland |  |
| Skills | * Excellent interpersonal skills * Strong decision-making skills, including a willingness to confront and make tough management decisions when necessary * Excellent written communication and strategic planning skills * Proven ability to manage resources to deliver business objectives * Evidence of the ability to analyse, solve problems and implement change with a successful track record of managing and delivering change * Excellent financial | * Experience of major business process re-engineering and change management initiatives * Experience of leading IT digital transformation initiatives |
|  | Essential | Desirable |
|  | management and analytical skills   * Excellent IT proficiency and understanding of MS Office 365 |  |
| Personal Qualities | * Readiness to work flexibly and efficiently whilst maintaining highest professional standards * A resilient and positive attitude * The ability to inspire others to achieve in a way which commands respect and provides an environment where others feel motivated * An open and participative style with excellent leadership / communication skills and commercial acumen |  |

Applicants will hold a full, current driving licence and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.