



STEERING POINT

Executive Search &
Leadership Development



Candidate Brief

For the position of

Chief Executive Officer

Irish Hospital Consultants Association

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Position Summary

The Irish Hospital Consultants Association (IHCA) seeks a dynamic and visionary CEO to lead the organisation in its mission to promote and support the advancement of medical practice in all specialities and advocate for the improvement of health services in Ireland. The position will be responsible for driving the IHCA's strategic direction, representing hospital consultants, and ensuring the delivery of high-quality services to members.

Irish Hospital Consultants Association Overview



Who We Are

The Irish Hospital Consultants Association (IHCA) was established to promote and support the advancement of the practice of medicine, in all specialties and areas, and to advocate for the improvement of health services in Ireland. Initial steps to establish the IHCA were taken in 1988. At that time, hospital consultants felt that their views and concerns were not being adequately represented by existing representative bodies, so they formed their own Association. Since then, the organisation has thrived, representing members' interests in contractual and broader medico-political matters. It is also steadfast in its advocacy of patients' interests.

The Association is widely recognised as the voice of hospital consultants in Ireland. It represents the views of its members in a wide range of forums and with all relevant stakeholders, including government departments, other key health policymakers, health insurance authorities, regulatory authorities, and the media. The Association is a fearless defender of the profession and its core values, particularly regarding the independence and freedom of Consultants to act in the best interests of their patients.

The Association currently represents 95% of hospital consultants in the Irish health service.

Our Vision

To be the leading advocate and support for hospital consultants in Ireland, promoting excellence in medical practice and driving improvements in health services for the benefit of all patients.

Role Overview

Role of CEO

Post: CEO, Irish Hospital Consultants Association

Location: This role will be predominantly based in the IHCA office, Dublin 14.

There is an openness to an element of flexibility /remote working.

Reporting to: President of IHCA Council

Contract Type: Full time

Salary: Attractive Remuneration

Primary Responsibilities of the CEO

Leadership

- Lead, support, and motivate all staff, inspiring their commitment to the Association's aims and objectives.
- Seek out, develop, and maintain effective working relationships with all relevant organisations and individuals to promote the work of the IHCA and facilitate the implementation of its strategic objectives.
- Lead by example, instilling a culture of professionalism and inclusion, supported by supervision support and development.

Strategy

- Liaise with The National Council in relation to the development of the IHCA's strategic plan and be responsible for leading the implementation of it.
- Seek out and implement opportunities for innovation to ensure that IHCA continues to be the leading professional body for hospital consultants in Ireland.
- Work with The National Council to monitor and evaluate IHCA's relevance and value to the membership, developing actions to address these issues.

Operations

- Ensure the implementation of all the Association's operational plans.
- Take executive responsibility for all functions, including administration, finance, communications, and IT.
- Ensure that the IHCA's support and services are delivered to the highest standard with due regard for timescales, targets, and budgets.
- Play a leadership role in the recruitment, management, and effective deployment of staff; apply robust HR processes covering recruitment, performance management, appraisal, and remuneration.
- Assume line management responsibility for the staff team.
- Oversee the implementation of the



Association's activities in professional development, third-level accreditation, validation of international qualifications, and preparation for statutory regulation in collaboration with relevant IHCA committees.

Financial Management

- Oversee the fiscal activities of the Association, including financial planning, financial management, budgeting, reporting, and auditing. This will include ensuring the preparation of draft budgets and draft cash flow projections for the consideration of the Honorary Treasurer, and The National Council.
- Ensure compliance with SORP.
- Liaise with The National Council and the Association's Auditor as appropriate.
- Work with the treasurer and Finance Sub-Group to ensure financing to support short, medium, and long-term goals.
- Ensure accurate financial reports are available for each meeting of The National Council.
- In consultation with the Honorary Treasurer and the Association's Auditor, prepare such records as are necessary to ensure the compilation of the Association's annual accounts.
- Work with The National Council and staff team to identify and develop additional income streams.

Governance and Compliance

- Liaise with The National Council to ensure that the organisation's overall governance structure, policies, and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.
- Attend all National Council meetings and prepare a written report in advance of each meeting detailing matters of interest and concern regarding the organisation's activities during the previous period.
- Develop and maintain effective operational policies and processes in all functions. Review and update scope and content to meet legal, regulatory, and best practice needs.
- Oversee the development and practical application of all organisational policies and procedures, e.g., health and safety, equality and diversity, data protection, etc.
- Ensure that all major risks are identified and regularly reviewed and that systems and procedures are in place to mitigate all such risks.
- Ensure effective communication and liaison between The National Council and the Association's staff team.
- Contribute to the ongoing communication between The National Council and the wider membership of the Association



through the Association's publications, such as the Annual Report and the IHCA website.

of different stakeholders so that the best interests of the Association and the profession are served overall.

Stakeholder Management

- Assist the President in representing and promoting the Association. This includes communicating IHCA policies and positions to government departments, agencies, media, and other relevant organisations when required.
- Liaise with and support cooperation across the groups and bodies involved in the profession of medicine, such as government departments and agencies, third-level institutions, heads of services, employer organisations, trade unions, and other professional bodies.
- Seek opportunities to promote and enhance the status of the IHCA as a highly credible professional body.
- Ensure that all interactions between the Association and members of the public are professional, respectful, and responsive.
- Communicate collegially and constructively with staff, The National Council, and the varied specialisms and groups within the Association.
- Balance the multiple interests of a range

Person Specification

Knowledge, Skills & Experience Required:

Leadership and Management:

- Proven experience in leading healthcare organisations or professional associations.
- Strong strategic vision and the ability to implement change.

Advocacy and Representation:

- Experience in advocacy, lobbying, and representing professional interests.
- Ability to interact effectively with government bodies, regulatory agencies, and other stakeholders.

Healthcare Knowledge:

- Familiarity with the challenges and opportunities within the healthcare sector, particularly in Ireland.

Communication and Networking:

- Exceptional communication skills, both verbal and written.

- Ability to build and maintain relationships with diverse groups, including members, policymakers, and the media.

Negotiation and Conflict Resolution:

- Strong negotiation skills to advocate for members' interests.
- Experience in resolving disputes and handling complex contractual matters.

Ethical Standards and Integrity:

- High level of integrity and adherence to ethical standards.
- Commitment to the core values and mission of the IHCA.

Innovation and Problem Solving:

- Ability to identify innovative solutions to improve healthcare services.
- Strong problem-solving skills to address the evolving needs of the association and its members.

Financial Acumen:

- Understanding of financial management and budgeting.
- Ability to oversee the association's financial health and ensure sustainable operations.

Operational Excellence:

- Experience in managing the day-to-day

operations of a professional body.

- Skills in streamlining processes and improving organisational efficiency.

Cultural and Change Management

- Ability to manage and lead cultural change within an organisation.
- Understanding of the dynamics of a membership-based organisation.

The Recruitment Process

Steering Point have been appointed by IHCA to manage the executive recruitment for the CEO position.

The IHCA is an equal-opportunity employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

The Selection Process may include:

- Short listing of candidates by a selection panel, on the basis of the information contained in candidate applications and assessed against requirements of the position.
- A first interview, using competency-based questions and application screening.
- Psychometric assessment and evaluation.
- A second interview with a selection panel.



Short-listing

In the event of a short-listing exercise being employed, an expert board will examine the information provided in your application. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience in your application.

References

Applicants should begin to consider referees, people who you feel would be suitable for Irish Hospital Consultants Association to consult. We will require the names and contact details for three referees. These referees do not have to include your current employer, but they should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only collect the details and contact referees should you come under consideration after preliminary interview stage.

To apply please email Steering Point at sdalton@steeringpoint.ie with the following information:

A comprehensive CV detailed as relevant to the position (no longer than 5 A4 pages).

A cover letter/ personal statement outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position (no longer than 2 A4 pages).

Closing date for applications is 5pm Wednesday July 31st 2024

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