

Position	Corporate Services Director (PO)
Contract	Full-time; Indefinite Duration
Service Group	Corporate Services
Location	May be based in BIM Head Office, Dun Laoghaire, Co. Dublin, Galway Office, Killybegs Office or BIM's Seafood Innovation Hub, Clonakilty, Co. Cork. (With a requirement to attend our Head Office as required)

Description of appropriate Service Group:

Corporate Services

Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Facilities, Investment Services and the Ice Plant network within BIM.

Summary of the Role:

The Corporate Services Director is responsible for leading and managing a multi-disciplinary team that enables the delivery of the corporate functions that underpin BIM's strategic plan. The role provides timely, expert and strategic information and advice to the senior leadership team to facilitate effective decision making, supported by the highest levels of governance. The purpose of this role is to create and execute the strategy and plans underpinning all aspects of the delivery of Corporate Services functions to BIM and the industry. The Director is responsible for driving operational efficiency, governance and compliance across the organisation through the provision of efficient services and allowing the external-facing business units to be responsive to industry, client and economic trends.

The Corporate Services Director is a critical role with significant responsibility for leading and managing BIM's main corporate functions of Finance, Human Resources (HR), IT, Facilities and Investment Services. This role will report into the CEO and will hold the responsibility for key corporate governance tasks within the Corporate Services Unit. The Corporate Services Director is an integral member of the Senior Leadership Team.

The Corporate Services Director requires a range of highly effective leadership and management skills and an extensive level of relevant experience to manage these corporate functions effectively and efficiently and to continue to transform their delivery through innovation and the development of high-performing team.

We are therefore seeking an impactful leader, with a track record of achievement and an ethos of customer focus and continuous improvement to deliver high-quality, progressive and efficient services.

Background to Requirement:

BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.

Reporting to the Chief Executive Officer, the Corporate Services Director is responsible for leading the development and implementation of a robust corporate services strategy to ensure maintenance of a well-

developed and high-performing organisation. The purpose of this role is to create and execute the strategy and plans underpinning all aspects of the delivery of Corporate Services functions to BIM and the industry.

The Corporate Services Director is accountable for the efficient and compliant operation of BIM's business support activities. These include Finance, IT, HR, Investment Services (Grant Schemes) and Facilities.

Principal Tasks:

- Responsible for driving operational efficiency, governance and compliance across the organisation through the provision of efficient services and allowing the external-facing business units to identify and be responsive to industry, client and economic trends at an early stage.
- Accountable for the efficient and compliant operation of BIM's business support activities. These include Finance, IT, HR, Investment Services (Grant Schemes) and Facilities.
- Provide dynamic and visionary leadership for the Corporate Services team, creating an enthused and responsive workforce that is highly proficient and focused on delivering excellence in its services.
- Management of significant external and internal stakeholders and the maintenance of positive relationships with all stakeholders.
- Maintaining and developing a high performance, innovative and responsive organisation through a combination of strategic leadership skills and effective relationship management.
- Leading the Corporate Services Business Unit to ensure delivery of key initiatives and workplan activity in line with BIM's strategic plans.
- Leading the identification, management and reporting of corporate risk, liaising with the internal audit function.
- Ensuring full compliance with the Code of Practice for the Governance of State Bodies.
- Embed a culture of continuous improvement through organisational development, transformational change and innovation to deliver services that are high-quality, progressive, efficient and customer focused.
- The preparation of BIM's Annual Accounts and Annual Report liaising with the Office of the Comptroller and Auditor General in connection with the annual financial audit of the organisation.
- Scheduling of all Internal Audits in agreement with BIM's ARC and assuring that all recommendations are fully implemented.
- Ensure compliance with statutory functions as laid down in various Sea Fisheries Acts and other relevant legislation, responding expeditiously to Departmental and other queries of a corporate nature.
- Negotiate purchase and sale of assets as appropriate in compliance with the Public Spending Code.
- Report on performance to the CEO and Board.
- Develop the KPIs to agreed budget and timeframe deliverables.
- Participate in Corporate Strategy development Actively participate in SLT proceedings and decision making.
- Deputise for other SLT members and/or CEO as required.

Other:

To perform any other related duties as might reasonably be required and which may be assigned from time to time.

Reporting Structure:

Line Manager: CEO

Contacts:

Within BIM

Board of Directors, CEO, Head of Finance, BIM staff in Corporate Services Unit.

Outside BIM

DAFM, SIPO and any other regulatory bodies.

Training

There are no mandatory training requirements for this role.

Training needs will be identified through our Performance Management System.

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training

Essential:

- Minimum of 5 years management experience within the Public Sector.
- Relevant finance, governance or accounting qualification at degree level.
- Experience of leading Corporate Services or governance functions with the capacity to quickly acquire an understanding of, and appreciation for, BIM's role and objectives and of the context within which it operates.
- Experience of implementing best-practice corporate governance.
- Experience of implementing significant change management projects.
- Experience of working with Government Departments and State Agencies at a senior level.
- Proven leadership experience at a senior level, developing high performing teams in order to deliver on BIM's organisational objectives.
- Sound knowledge of governance and risk management policies and processes and experience of their application.
- Ability and flexibility to adapt to quickly changing circumstances and find innovative solutions.
- Ability to support and influence all relevant stakeholders across the organisation.
- Ability to innovate, create and drive continuous improvement initiatives.
- Significant experience managing budget allocations of a similar scale to BIM.
- Experience of working closely with a Board and its sub-committees.
- Ambition to deliver on demanding strategic development targets with strong personal and professional credibility.

Desirable:

- ACA; ACCA or CIMA highly advantageous.
- An understanding of the marine or seafood sector.
- Experience managing GDPR and/or acting as Data Protection Officer.
- Experience of managing HR functions.
- Experience of facilities management.

Special personal attributes required for the position:

- Excellent leadership and strategic planning skills.
- Highly motivated in ensuring BIM delivers an excellent service to its stakeholders.
- Actively encourages a collaborative and supporting working environment.
- Good personal organisational and priority-setting skills, with the ability to manage multiple priorities.
- Capable of leading change in a public sector environment.
- Capable of working independently as well as being an effective team player within the Senior Leadership Team.
- Excellent interpersonal and communication skills, with the ability to positively interact with people in a multi-disciplinary and multi-cultural environment.
- Values the sharing of information, life-long learning and strives for continuous improvement in a co-operative environment.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for PO Grade, with a salary range of €97,207 - €120,237 (as at 1st March 2023) per annum pro-rated with time worked. Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public sector.

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

Annual Leave:

Annual leave entitlement for this role is 30 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

Duration of Contract:

An employment contract of Indefinite Duration will issue for this role at the discretion of BIM subject to satisfactory performance at the required level and completion of the required probation period. The successful candidate will be on probation for the first six months.

How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#), summarising experience and skill sets applicable to the position should be emailed to jobs@bim.ie or posted to Human Resources of BIM, 12 Crofton Road, Dún Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 31st March 2023.

Please note that there may be more than one interview stage in the recruitment process for this role and

that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

Any queries in relation to this role should be emailed to jobs@bim.ie.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation Policy and data retention schedule.

All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

BIM is an equal opportunities employer

