

Position	Head of the CEO's Office & Strategic Projects Manager (AP)
Contract	Full-time; Indefinite Duration
Service Group	Corporate Services/Office of the CEO
Location	BIM Office in Dun Laoghaire, Clonakilty, Killybegs or Galway (with a requirement to be in Dublin a min of 1 day per week)

Brief description of BIM:

BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish State agency responsible for developing the Irish seafood industry. It is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

The organisation has five business units: Seafood Technical Services, Skills Development Services, Corporate Services, Development and Innovation Services, Economic and Strategic Services, and these are supported by Corporate Communications. BIM's Head-Office is in Dún Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Galway and Killybegs. In addition, BIM's two training colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork. Finally, BIM's SIH (Seafood Innovation Hub) is located in Clonakilty, Co. Cork where it supports innovation and sustainability among Ireland's seafood industry.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following key strategic priorities:

- Lead and nurture leadership
- Deliver results with solutions that effect change
- Invest for long-term growth
- Protect our environment and our sector

Our Mission

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

Our vision

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

For further information on the above please follow the link: <https://bim.ie/publications/corporate-strategy/>

Description of appropriate Service Group:

Office of the CEO

The Office of the CEO is a small team comprising an administrator and the Communications team and provides strategic and business support to the CEO and the senior leadership team. The post-holder would work closely with all business units within BIM and the Corporate Services team in particular. The Corporate Services Unit provides governance and general organisational support to BIM.

Summary of the Role:

This person will support the office of the CEO, take a management role on key strategic projects as well as supporting the work of the BIM Board and its sub-committees in the discharge of their functions to the highest standard and in meeting the requirements of the Code of Practice for the Governance of State Bodies. The successful candidate will manage the Office of the CEO, with one direct report, and will provide broad strategic support to the CEO and the senior leadership team. The person will work closely with the Corporate Services Director on corporate governance projects.

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.

The Head of the CEO's Office & Strategic Projects Manager is responsible for running the office of the CEO, covering a wide spectrum of responsibilities in support of the CEO. The role requires a high level of experience, forward thinking and self-discipline. The post-holder will be expected to operate at a high level of professionalism and be a skilled stakeholder manager. They will engage with staff and external stakeholders at all levels on behalf of the CEO and maintain excellent relationships with members of the Board and the Board sub-committees. The role will report directly to the CEO and will also work closely with the Senior Leadership team and staff across BIM.

Principal Tasks:

- Provide strategic support to the CEO including:
 - Support the CEO/Management team to identify, build and manage effective stakeholder relationships, representing the CEO where required and working with them to manage a portfolio of relationships including scheduling of meetings and relationship management tactics.
 - Draft and manage a Stakeholder Engagement model which manages and monitors the engagement of BIM with local, national, and EU agencies and bodies that have a stake in the success of the Irish seafood sector and propose a process of collaboration and support with these stakeholders.
 - Manage the preparation of briefing materials for high level meetings and events, invitations and opportunities, draft event briefings and talking points, and work with the communications team to ensure the CEO/Management team are well prepared for key internal and external events.
 - Horizon scanning, anticipating developments and researching opportunities for BIM particularly in respect of the EU and other international markets including the development of a network of contacts and collaborative opportunities.
 - Undertake research as required, gathering all relevant information including from across BIM service areas and stakeholders as appropriate in order to provide briefing to the CEO, executive team to facilitate full understanding, planning and decision making.
 - Provide strategic advice and input to the CEO and management team on the above areas.
- Responsibility for the delivery of strategic projects:
 - Leading and delivering strategic stakeholder engagement projects in relevant areas including planning, budget and delivery.
- Responsibility for the following corporate governance areas:
 - Development of policies under FOI, AIE, Standards in Public Office, Codes of Conduct, Protected Disclosures and other relevant areas.

- Compliance with FOI, AIE, Standards in Public Office and Protected Disclosures legislation including responsibility for the administration, returns and record keeping of each of these areas and the training of BIM staff.
 - Responsibility for conflict of interest reporting, maintenance of registers, development of SOPs and the training and the provision of advice to staff, Board members and Board sub-committee members.
 - Responsibility for governance sections of BIM's corporate website and reporting to DAFM.
- Act as Board Secretary, provide board secretarial and corporate governance support to the CEO, the Senior Leadership team, the Board and all Board sub-committees providing the full range of Board Secretarial duties including but not limited to:
 - Facilitating induction, mentoring and assisting with on-going professional development for Board and Committee members including the development and management of a training programme for the Board and its sub-committees.
 - Schedule of meetings, preparation of minutes and resolutions.
 - Co-ordinate all changes to Board and sub-committee memberships.
 - Supporting the collection and collation of board and committee papers, including liaising with relevant staff, Board and sub-committee members. Supervising the upload and distribution of the Board papers.
 - Assisting with the co-ordination of board meetings and committee meetings and the development and management of a reporting calendar.
 - Managing internal and external Board evaluation processes.
 - Assisting with the maintenance of statutory registers and supervising the standards in public office annual returns and declarations.
 - Managing, monitoring and responding to board secretarial queries.
 - On behalf of the Board in accordance with the collective nature of its responsibilities, seek outside legal or other advice as required.
 - Provide as required to the Board as a whole and/or individual Board members with detailed guidance as to how their responsibilities should be properly discharged in the best interest of BIM and in accordance with the Code of Practice for the Governance of State Bodies.

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: Chief Executive Officer

Contacts:

Within BIM

Chief Executive, Corporate Services Director, Senior Leadership Team, BIM staff.

Outside BIM

Clients, other state agencies, Government Departments, EU and stakeholders.

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:

- A relevant qualification (communications, legal, governance, company secretary).
- Experience developing and managing effective stakeholder relationships and the ability to communicate (verbal and oral) at senior Executive and Board level.
- Experience of having responsibility for, leading and delivering strategic projects.
- Experience of having responsibility for similar corporate governance or compliance functions within an organisation.
- Experience of providing administrative support at senior level including reporting, horizon scanning and research.
- Minimum 3 years-experience as a Board Secretary or similar position.
- Experience working under pressure and to tight deadlines.
- Excellent writing, editing and communications skills.

Desirable:

- Public sector experience.
- Experience of drafting event briefings and talking points at senior executive level.
- Experience of developing relationships with EU and/or other international partners.
- Budget management experience.

Special personal attributes required for the position:

- Excellent organisational and administrative skills.
- Excellent attention to detail.
- Excellent project management skills, with the ability to manage multiple priorities.
- Capable of working independently as well as being an effective team player.
- Adaptable to a changing work environment.
- Good interpersonal and communication skills, with the ability to effectively interact with suppliers and contractors.
- Values continuous improvement in a cooperative atmosphere.
- Understanding of the need for discretion and confidentiality.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for AP Grade, with a salary range of €74,701 - €93,095 (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, Crofton Road, Dún Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 18th August 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

