



## The Discovery Programme

Centre for Archaeology  
and Innovation Ireland

### **Chief Executive Officer** **The Discovery Programme: Centre for Archaeology and Innovation Ireland**

*The Discovery Programme, Centre for Archaeology and Innovation Ireland is committed to a policy of equal opportunity.*

<b>Nature of employment:</b>	3-year full-time, pensionable, fixed-term contract. The initial probation period is 6 months.
<b>Location:</b>	6 Mount Street Lower, Dublin, D02 T670 Ireland. Reg. Charity No.: CHY 12549.
<b>Reporting to:</b>	Chairperson, Board of the Discovery Programme.

#### **General**

The Discovery Programme (a company limited by guarantee) is a publicly-funded institution for advanced research in Irish archaeology. As set out in its Memorandum of Association (2015) the main objective of the company is the charitable purpose of benefiting the community by the advancement of culture, heritage and sciences and in particular by:

- enhancing the understanding of Ireland's past through archaeological and related research in the humanities and sciences;
- establishing and directing research programmes;
- promoting such research; and
- promoting the appreciation of Ireland's archaeological heritage through education and outreach programmes.

The Discovery Programme is seeking a candidate for the post of Chief Executive Officer who will successfully lead the organisation through a time of change.

#### **Role and Responsibilities**

The Chief Executive Officer (CEO) acts as the Company Secretary and follows the duties, powers and functions laid down by the Board in accordance with Article 42(2) of the Company's Articles of Association (2015). The CEO's primary responsibilities are to implement corporate decisions, manage the overall operations and assets of the company, act as the principal point of

communication between the Board of Directors and staff and be the public face of the company. The CEO is not a member of the Board of Directors but attends meetings at the invitation of the Board.

Specific responsibilities will include:

- Strategically lead the organisation, in a dynamic way in the context of heritage policy in Ireland.
- Perform the role of Company Secretary.
- Perform the role of Chief Accounting Officer by ensuring that all corporate governance, budgetary and legal requirements are complied with including *inter alia* preparation of the annual report, preparation of financial statements, risk management, and financial control procedures, including liaison with the Comptroller and Auditor General.
- Develop the broad strategic direction set by the Board. Advise the Board on all matters pertaining to the management and direction of the Discovery Programme and keep the Chairperson and Board informed of key issues.
- Formulate and oversee the implementation of the annual Service Level Agreement with the Heritage Council.
- Effective leadership, direction, management, administration and control of the Discovery Programme, in liaison with the Board, being cognisant of statutory requirements regarding *inter alia* data protection and health and safety.
- Steer the Discovery Programme to be a leader in advanced archaeological research.
- Formulate appropriate strategies and policies that support the work of the Discovery Programme, and maintain and enhance the Discovery Programme's reputation as a centre of excellence for archaeology, while taking account of current legislation and trends both within Ireland and abroad.
- Manage the appraisal and performance of staff.
- Plan, monitor and manage research projects, budgets and administrative systems.
- Lead and coordinate project planning - including future research, progress reporting and troubleshooting.
- Draft all official policy documents, the annual report and media communications.
- Foster effective working relationships with the Heritage Council, Government/State bodies, the higher education sector and other organisations and stakeholders, as appropriate.
- Promote and represent the Discovery Programme publicly.

### **The Person**

The successful candidate will be required to show that they have the following qualifications, experience, and demonstrate that they have the key competencies as listed below.

### **Qualifications**

- A higher degree (NFQ Level 9) in archaeology/heritage management or an appropriate sector/discipline is essential.
- A qualification (NFQ Level 7/8) in management/administration is desirable.

### **Experience**

- Extensive relevant senior experience, including successful leadership and administration of complex multi-disciplinary research projects/works.
- Experience of working with boards.
- Demonstrate an ability to represent the Discovery Programme with stakeholders at a senior level.
- Successful management of staff, both as regards archaeological matters and implementing organisational and human resource requirements.
- Extensive experience in organising and leading project teams, managing and controlling budgets and meeting performance targets.
- Experience of managing projects/programmes which operate at a range of scales.
- Proven research management.
- Demonstrate a familiarity with the state of knowledge and current research in Irish archaeology.

The competencies required for this job are as follows, and are further detailed in Appendix A.

- Leadership & Strategic Direction
- Judgment & Decision Making
- Management & Delivery of Results
- Building Relationships & Communication
- Specialist Knowledge, Expertise and Self Development

## **Principal Conditions of Service**

### **Pay**

The CEO will be paid an annual salary of €72,000.

### **Annual Leave**

In addition to the usual public holidays the annual leave for this position is 32 working days.

### **Superannuation**

The Discovery Programme (Employer) Pension contribution is on a matching basis from 1% up to a maximum of 5% of salary.

## THE SELECTION PROCESS

### **The Discovery Programme will use a competency based recruitment process to fill the position of CEO**

Candidates intending to apply for the position of CEO should acquaint themselves with the Memorandum and Articles of Association (2015) where the company's objectives, constitution, and structure are to be found.

### **How to Apply**

Applications must be made by submitting an email, with the title of the position entered into the subject field of the email, to **Aoife Kane** [aoife@discoveryprogramme.ie](mailto:aoife@discoveryprogramme.ie)

Applications must be submitted as a single document with each of the following three elements included:

1. A comprehensive CV, detailed as relevant to the position (including publications) and the names and contact details of two referees. This CV must be no longer than four A4 pages.
2. Key achievements form based on the competency framework (Appendix B).
3. A short cover letter/personal statement (i.e., no more than two A4 pages) outlining why you wish to be considered for the post and why you believe your qualifications, experience and competencies meet the requirements of the position.

### **Closing date**

The closing date for all applications is **3.00pm on Friday 3 May 2019**. No applications will be accepted after this time and date.

The Selection Process may include:

- Short listing of candidates, based on the information contained in their application (cover letter, key achievements form, and CV).
- A first interview, based on applications.
- A second round interview.
- A presentation.
- Reference check.

Where a presentation is required candidates will be informed of the presentation topic when interview times are being assigned.

## **APPENDIX A: COMPETENCIES AND EFFECTIVE PERFORMANCE INDICATORS**

### **Leadership & Strategic Direction**

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance;
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication;
- Contributes to the shaping of organisational strategy and policy;
- Develops capability and capacity across the team through effective delegation;
- Develops a culture of learning & development, offering coaching and constructive / supportive feedback;
- Leads on preparing for and implementing significant change and reform;
- Anticipates and responds quickly to developments in the sector / broader environment;
- Actively collaborates with stakeholders.

### **Judgement & Decision Making**

- Identifies and focuses on core issues when dealing with complex information / situations;
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically;
- Sees the relationships between issues and quickly grasps the high level and socio-political implications;
- Identifies coherent solutions to complex issues;
- Takes action, making decisions in a timely manner and having the courage to see them through;
- Makes sound and well informed decisions, understanding their impact and implications;
- Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions.

### **Management & Delivery of Results**

- Initiates and takes personal responsibility for delivering results / services in own area;
- Balances strategy and operational detail to meet business needs;
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus;
- Makes optimum use of resources and implements performance measures to deliver on objectives;
- Ensures the optimal use of ICT and new delivery models;
- Critically reviews projects and activities to ensure their effectiveness and that they meet organisational requirements;
- Instils the importance of efficiencies, value for money and meeting corporate governance requirements;
- Ensures team are focused and act on business plan priorities, even when faced with pressure;
- Is resilient, maintaining composure even in adverse or challenging situations;
- Promotes a culture that fosters the highest standards of ethics and integrity.

### **Building Relationships & Communication**

- Speaks and writes in a clear, articulate and impactful manner;
- Actively listens, seeking to understand the perspective and position of others;
- Manages and resolves conflicts / disagreements in a positive & constructive manner;
- Works effectively within the political process, recognising and managing tensions arising from different stakeholder perspectives;
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals;
- Proactively engages with colleagues at all levels of the organisation and across other agencies / organisations and builds strong professional networks;
- Makes opinions known when s/he feels it is right to do so.

### **Specialist Knowledge, Expertise and Self Development**

- Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the organisation;
- Keeps up to date with key sectoral, national and international policies and economic, political and social trends that affect the role;
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth;
- An understanding of current and future research methods within archaeology;
- Familiarity with the statutory environment relating to archaeology in particular and heritage in general;
- Knowledge of Microsoft Office applications (PowerPoint, Excel, Word, Outlook);
- The capacity to advocate strongly for the organisation and communicate with clarity the value of archaeological research to society;
- Consistently strives to perform at a high level;
- Is personally trustworthy, honest and respectful, delivering on promises and commitments.

**APPENDIX B: KEY ACHIEVEMENTS FORM**

Please complete the accompanying form, demonstrating specific achievements in the context of each competency and the job requirements.

<b>Key Achievements Form</b>
<b>Leadership and Strategic Direction (max. 300 words)</b>
<b>Judgement and Decision Making (max. 300 words)</b>
<b>Management and Delivery of Results (max. 300 words)</b>

**Building Relationships and Communication (max. 300 words)**

**Specialist Knowledge, Expertise and Self Development (max. 300 words)**

## GDPR Privacy Statement- Recruitment Process

### Purpose of Processing

The Discovery Programme will use a competency-based recruitment process to fill the vacancy of CEO. To complete this, interested individuals are asked to submit an application for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g., address).

### Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract
- Compliance with legal obligation (Terms of Employment (Information) Acts 1994–2014)

### Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
Discovery Programme	Storing application, acknowledging responses and corresponding with Applicants.
Interview Panel	The Interview Panel will receive your applications to conduct shortlisting and assessing applicants.
Referees	Applicants are asked to provide the names and contact details of two referees who can be contacted to validate work records and/or comment on suitability of the applicant for the position. These shall be contacted and the applicants name will need to be provided to receive the reference.
Occupational Health Practitioner	If considered for appointment, your personal details may be referred to the Occupational Health practitioner.

### Details of Data Transfers Outside the EU

This does not apply to this process.

### Automated Decision Making

This does not apply to this process.

### Retention Period for Data

For unsuccessful candidates, applications and correspondence shall be retained for 12 months. For the successful candidate, their application will be placed on their employee file and retained during their employment and for a period of 7 years following the end of their employment.

## Your GDPR Rights in Relation to this Process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferrable format, at any time.
Erasure	You can request the data held be erased. The anticipated retention period is outlined above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed.
Complain	You can make a complaint to the Chair and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.