

**St Patrick's Centre (Kilkenny) Unit 11/12 Danville Business Park, Kilkenny
Chief Executive Officer - Job Specification**



ST PATRICK CENTRE (KILKENNY) LTD

CHIEF EXECUTIVE OFFICER - JOB DESCRIPTION

JOB TITLE: Chief Executive Officer

LOCATION

Usual location of the role is Units 11 /12, Danville Business Park, Kilkenny, subject to change dependent on the needs of the service.

DURATION OF APPOINTMENT: Indefinite

REPORTING RELATIONSHIP

The Chief Executive Officer reports to the Board of Directors of St Patricks Centre (Kilkenny) Ltd - (SPC) - and its Executive Committee and is responsible to the Board for the discharge of their duties.

HOURS

Full time. Usually working hours are 9.00am – 5.00pm, however flexibility is required due to the nature of the post.

SALARY: Based on HSE grade CEO SC2

KEY ACCOUNTABILITY

Accountable for the overall operation of SPC in all aspects and relationships. reporting to the Board on a regular basis, motivating and controlling the management and staff of SPC, to implement the Annual Service Agreement with the HSE within defined budgetary limits as agreed with the HSE and in accordance with sectorial best practices so as to provide a safe and fulfilling environment for SPC service users, and to include (but not limited to) the matters listed under the following paragraph.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Engage with the Board on the operation of SPC, regularly reporting on relevant matters and progress achieve. Keeping the Board informed of all relevant matters so that it is aware of all relevant issues, or any other critical matters that may arise from time to time.

Engage with the HSE to agree the annual SLA and make regular reports to the HSE thereon.

Create operational plans and budget to implement the SLA. Review the progress of such plans and indicate any actions necessary to deal with any variances.

Direct and control managers in the implementation of the above.

Ensure that a safe and fulfilling environment for SPC service users in conformity with the standards required by HIQA.

Supervise the managers in the implementation of the WTE numbers agreed with the HSE so as to provide the best possible lifestyle for the service users, including the recruitment, engagement, and training of suitable staff

Protect the asset base of SPC.

Identify the need for capital expenditure and ensure that the appropriate business case is made to acquire that capital

Foster an appropriate image of the vision of SPC

Detailed duties as outlined in the job description forms part of the contract.

LIMITS OF AUTHORITY

The CEO will operate within the existing policy guidelines and usual practice in relation to ongoing services and supervision of staff, and may take action outside of existing guidelines and practice in urgent circumstances where possible after consultation with the Chairman of the Board.

Any areas of concern regarding the CEO discharging their duties will be considered by the Board in consultation with the CEO.

Matters to be agreed with the Executive Committee of SPC before commitment:

- 1, Hiring or termination of Senior Staff
2. Expenditure outside of ordinary agreed budgetary items in excess of €25K.