DIRECTOR OF STRATEGIC PROGRAMMES (GOVERNANCE & STRATEGY)
ASSISTANT PRINCIPAL GRADE

Job Purpose

Reporting to the Senior Director of Governance, Strategy, Risk & Compliance, this is a senior management role within Sport Ireland and is a critical post in terms of ensuring quality delivery of major components of the Government's National Sports Policy. The role is responsible for managing and co-ordinating various governance activities, initiatives and strategic programmes on behalf of the Sport Ireland in accordance with Sport Ireland’s Strategy.

Sport Ireland’s vision, as stated in its current ‘Statement of Strategy 2018-2022’ is of “a world-class sports sector operating to the highest standards of governance and accountability and contributing towards the National Policy objectives for sport”.

Duties and Responsibilities

The Director of Strategic Programmes (Governance & Strategy) will have the following principal duties and responsibilities:

- Manage a new approach with funded sporting bodies to improve their governance standards and ensure they adopt the ‘Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland’ (the Governance Code), in line with the new National Sports Policy (2018-2027).
- Devise and implement a suite of guidance materials, and support programmes aimed at improving the governance of funded sporting bodies in Ireland, and assisting them meet the standards set out in the Governance Code and embed good governance practices.
- Develop and manage an audit and assurance process to monitor and support the compliance of funded sporting bodies with the requirements of the Governance Code.
- Lead and manage future revisions of the Governance Code to ensure it aligns with evolving governance principles and best practices, and tailor it (where appropriate) to Sport Ireland’s specific governance requirements for sport.
- Support the achievement of the highest standards of corporate governance within Sport Ireland, and sustain compliance with the ‘Code of Practice for the Governance of State Bodies’.
- Support the ongoing development, implementation and oversight of Sport Ireland’s Strategic Plan and associated responsibilities within the Government’s National Sports Policy (2018 – 2027).
- Manage and coordinate cross-unit effort within Sport Ireland to deliver on major National Sports Policy projects, and harmonise the effort across Directors, Board and Department of Transport, Tourism & Sport on ongoing progress.
- Manage an effective corporate planning function within Sport Ireland, and work with other Directors to ensure the implementation of operational and strategic plans.
- Keep under review all corporate governance arrangements that might affect Sport Ireland.
- Provide comprehensive support and guidance to the Senior Director of Governance, Strategy, Risk & Compliance, the Board of Sport Ireland and committee members as required.
- Develop and oversee Sport Ireland’s ‘Oversight Agreement’ and ‘Performance Delivery Agreement’ with the Department of Transport, Tourism & Sport, and manage an effective relationship with the Department.
- Contribute to the senior management team so as to ensure the most effective possible leadership, management and communication of the business of Sport Ireland in achieving its objectives.
• Develop annual budgets and corporate plans in line with Sport Ireland objectives in collaboration with the senior management team.
• The maintenance of a well-motivated and focused team to service the priorities of the Sport Ireland.
• Lead and mature a range of corporate functions including corporate governance, strategic management, internal audit and business support.
• Act as Secretary to Sport Ireland’s Audit & Risk Committee, including overseeing all organisational audits.
• Act as Secretary to Sport Ireland’s subsidiary (i.e. Sport Ireland Facilities DAC). This includes the following:
  • Ensuring that the requirement of the Companies Acts, regulations, legislation and Memorandum & Articles of Association are complied with.
  • Ensuring compliance with all relevant statutory and regulatory requirements and filing deadlines.
  • Advising on Corporate Governance matters.
  • Providing comprehensive administrative support and guidance to the Board of Directors.
  • Managing Sport Ireland Facilities DAC corporate calendar and attending Board meetings and filings.

Other Responsibilities
• This is not an exhaustive list and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

Person Specification
The post-holder will be expected to have at least four years’ experience at a senior management level in a relevant role, of which at least three should be within a large organisation operating at a national level.

The post-holder will have:
• A high level of experience and understanding of governance, strategy, programme management in the public sector and/or community/voluntary/sports sector.
• A strong knowledge of, and experience in, governance in the public/community/voluntary/sports sector context. Specific expertise in sports governance is advantageous.
• The ability to operate effectively at strategic and policy levels and to contribute analytical depth to Sport Ireland strategy, policies and programmes.
• Understanding of the Irish public service framework, and a broad knowledge of the sports environment (policy, provision and practice) and of how to access the detail.
• Excellent planning, organisational, interpersonal and influencing skills.
• Excellent analytical skills and the ability to synthesise complex information from diverse sources into coherent clearly written reports.
• Experience in bringing innovative thinking and creativity to problem solving often complex issues, and sound decision making and judgment.
• A commitment to innovation and continuous improvement in all business activity.
• The knowledge and experience to lead diverse activities through effective management systems and a sustained focus on long-term goals.
• An ability to communicate with impact and influence (written, oral and presenting) whilst interacting internally and advocating for Sport Ireland externally with stakeholders.
• Comfortable working in a diverse environment.
• Knowledge and experience in project management.
• A high level of integrity and an ability to be discrete, tactful with due respect for confidentiality.
• A strong customer focus, and an ability to exercise a high level of professional judgment.
• Excellent people skills evidenced through the ability to lead and motivate expert teams and to bring energy and focus to a professional staff cohort.
• Must be capable of building and maintaining healthy, effective and mutually respectful business relationships with a varied stakeholder group.

The post-holder will have a track record of significant relevant achievement which should include:
• Proven ability to develop and implement strategies which deliver tangible outcomes.
• Evidence of excellent abilities in general management.
• Evidence of the effectiveness of sophisticated communication skills capable of influencing and negotiating at all levels within a large organisation and with key external stakeholders.

Qualifications
The post-holder will be academically strong with at least a primary degree, and preferably relevant post-graduate or professional qualifications in a relevant field.

Additional Information:

Contract: Full-time, permanent

Salary Scale: €66,495- €82,300 (inclusive of two long service increments) - AP Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland National Sports Campus, Dublin

Sport Ireland is an equal opportunities employer.