

Candidate Information

Position:	Executive Director – Belfast Region City Deal
Reporting to:	Vice President and Chief Finance and Resources Officer
Directorate:	The Chancellery
Reference:	23/111447
Closing Date:	4 December 2023
Salary:	Salary commensurate with experience
Duration:	Permanent
Interview date:	Week commencing 18 December 2023

JOB PURPOSE:

Queen's University Belfast is at the forefront of delivering our Regional and Civic Responsibilities through collaborative and cutting-edge Innovation Centres in City and Growth deals, through Belfast Region City Deal (BRCD). We are leading the way for an exceptional Belfast region, bringing together great minds and creative thinking from across these Islands to solve some of the biggest global challenges. Our vision is for Queen's to be recognised as an innovative and sustainable sectoral leader and our Innovation Centres include major programmes in Engineering, DeepTech and Health and Life Sciences such as iREACH Health; Momentum One Zero (M1.0); and AMIC. Further place-based initiatives in Life Sciences and Renewable Energy are also in process and will be in the remit of this post.

To lead these groundbreaking initiatives, we are seeking an Executive Director - Belfast Region City Deal to play a pivotal role in defining and executing the strategic vision for Queen's University Belfast. Reporting to the Vice President and Chief Finance and Resources Officer and collaborating within a dynamic, matrixed team, the primary focus of the role will be on ensuring the successful delivery, impact, and benefits realisation of major innovation programs. These initiatives not only contribute significantly to the economic and societal growth of Northern Ireland but also position Queen's as a leader in the global innovation landscape.

The mandate of the role will be multi-faceted and influential including:

- Providing visionary and dynamic leadership for Queen's with a strategic focus enabling collaboration among all relevant sectors within these islands.
- Supporting and leveraging opportunities for the university and stakeholders from private, public and third sectors, fostering delivery of innovation which has both local and global impact.
- Efficiently managing staff and budgetary requirements, maximising optimal benefits in each for Queen's and Northern Ireland.

MAIN ACTIVITIES/ RESPONSIBILITIES:

1. Providing intellectual, strategic and dynamic leadership to develop, review, communicate and implement the organisation's vision, mission and overall corporate strategic direction.
2. Maximising institutional structures and networks of major programmes to ensure seamless coordination and effective partnership.

3. Leading the development and implementation of action plans under the Belfast Region City Deal, ensuring strategic alignment and operational efficiency.
4. Ensuring compliance with legal and regulatory requirements, including charity regulations.
5. Developing a comprehensive finance strategy to secure ample funding for the successful implementation of strategic objectives.
6. Developing a robust strategic framework for Queen's, identifying pivotal opportunities for innovative initiatives. Managing a portfolio of high-quality programmes, ensuring a smooth operation and translating academic discoveries into tangible benefits.
7. Providing support, advice and guidance to Queen's University Management Board (UMB), facilitating effective governance practices.
8. Providing a comprehensive strategic framework for each phase of current and new innovation hubs, producing annual monitoring reports to UMB and Senate and collaborating with the SRO's of each Hub.
9. Conducting horizon scanning in both external and internal landscapes, to identify opportunities for influence and involvement. Drive the development of innovative programmes aligned with the University's strategic goals.
10. To lead and set the direction within the Strategy and Planning teams, ensuring that staff are motivated, engaged and appropriately developed. Providing leadership that promotes a culture of excellence, innovation, collegiality, continuous improvement and promotes a high-performance culture and demonstrating behaviour consistent with Queen's Core Values.
11. To actively participate in promoting and maintaining a safe and healthy work environment through adherence to established safety procedures and continuous hazard awareness.
12. Managing relationships with external stakeholders to secure and expand recurring revenue streams, fostering mutually beneficial partnerships.
13. Collaborating with UMB, Audit and Risk Committee and the Chief Financial Officer to ensure financing aligns with short and long-term goals.
14. Cultivating existing relationships and developing and maintaining positive relations with senior officers within Northern Ireland, private and third sectors, city consultants, relevant government departments, and other bodies locally, nationally and internationally.
15. Publicly representing Queen's University Belfast on regional committees and with the media and external constituency groups, including community, governmental, and private organisations, to build excitement for the university's initiatives.
16. Developing and implementing an evaluation strategy that effectively demonstrates, and reports on, outcomes and the overall success of the implemented initiatives.
17. Undertake other duties as may be necessary from time to time in accordance with the needs of the University and the grade of the role.

RESOURCES (PEOPLE AND FINANCES):

- Accountable for the management and probity of resources for the BRCD and Innovation Centres.

INTERNAL AND EXTERNAL RELATIONSHIPS:

- Liaise with sectoral stakeholders to maintain awareness of emerging strategic developments, opportunities, and challenges.

ESSENTIAL CRITERIA:

1. Hold a University degree (or equivalent) and relevant professional/ postgraduate qualification in a relevant subject area, including health, leadership, community development, sustainable development, marketing, urban planning, law, or a relevant cognate subject.
2. Possess significant senior experience at a strategic level in large complex organisations, including recent roles as a senior manager, Director, or Chief Executive Officer with a public profile, and demonstrate a track record of active participation in the development and management of strategic partnerships and innovative programs, highlighting the ability to lead change effectively.
3. Have experience of working in a complex commercial environment with a track record of delivering business benefits.
4. Track record having worked in an environment involving regular contact with senior public sector officers, civil servants, politicians, voluntary and community organisations and the wider public.
5. Demonstrate a comprehensive understanding of the structures of regional and local government in Northern Ireland, encompassing public agencies, as well as an in-depth knowledge of the current political, policy, and legislative challenges facing public, voluntary, community, and private sectors in the U.K and Ireland.
6. Demonstrate strong commercial acumen and possess enhanced knowledge and understanding of management concepts in human resources, finance, information and performance, coupled with the ability to ensure the effective delivery of diverse functions, including finance, legal, employment, procurement, marketing, health & safety, equal opportunities, as well as contract and project management.
7. Demonstrable ability to provide leadership and strategic direction and to inspire vision and confidence for change amongst partner organisations.
8. Demonstrate an understanding of the potential benefits of information systems in the management and delivery of services, particularly in relation to the development of e-business solutions.
9. Demonstrate the ability to secure, maintain, and manage financial resources to implement core strategic objectives and to secure additional funding from external funders for specific projects.
10. Demonstrate evidence of successful team leadership, encompassing team building and individual professional development with the ability to build, manage and motivate large multi-disciplinary teams, creating effective and innovative teams with proven customer focus.
11. Excellent communication and interpersonal skills, with the proven ability to cultivate productive relationships with senior stakeholders, both internally and externally, influencing their decision-making.
12. Demonstrate a high level of personal commitment to equal opportunities in all matters and the ability to promote tolerance, understanding and good relations in internal and external affairs.
13. Ability to undertake travel in accordance with needs of the post.
14. Consultative and able to work collaboratively with all levels of staff.
15. Demonstrates creative and innovative thinking.
16. Exhibits political and commercial awareness and acumen.
17. Demonstrates resilience and the ability to work in a fast-changing environment with competing priorities.
18. Possesses emotional intelligence and the ability to relate effectively to a wide range of people.
19. Demonstrates a high degree of integrity, honesty and openness in professional conduct.

DESIRABLE CRITERIA:

1. Hold a Masters degree or higher qualification in a relevant subject area, including health, leadership, community development, sustainable development, marketing, urban planning, law, or a relevant cognate subject.
2. Have experience of working across UK, Ireland and Europe.
3. Demonstrate resilience in the challenges in mobilising intersectoral action.

4. Demonstrate the ability to influence party political policy.
5. Evidence of effectively and efficiently managing financial resources from a variety of sources
6. Evidence of having led and managed staff and external officers working in strategic partnership projects.