



Chief Executive Officer Candidate Information Pack

BELFAST HEALTHY CITIES



Delivering the
World Health Organization
Phase VII (2020 – 2025)
European Healthy Cities
Network Core Themes in Belfast

A Message from the Board of Directors



Dear Applicant,

Belfast Healthy Cities, is seeking to appoint a Chief Executive Officer to provide leadership to the organisation and overall responsibility for delivering the organisation's strategic direction and outcomes. The CEO will be accountable to the Board of Directors for the effective and efficient function of Belfast Healthy Cities.

This is a full time highly demanding position based on full responsibility for Belfast Healthy Cities strategic influence, impact and operational delivery reporting to the city of Belfast, Belfast Healthy Cities Board of Directors, funders and to the World Health Organisation Europe.

The post holder will be expected to manage detailed, complex concepts and problems, balance multiple tasks simultaneously and make rapid decisions regarding administrative and financial issues.

Viable Corporate Services will be leading the recruitment process.

The application form and other recruitment documentation can be found on Viable Corporate Services website by clicking this link:

<https://www.viablecs.org/2023/10/10/job-opportunity-belfast-healthy-cities-chief-executive-officer>

The closing date for applications is Thursday 9 November 2023 at noon.

If you have any questions on the application process, please contact Viable's HR Manager at eleanor@viablecs.org.

Yours sincerely

Michael Boyd
Chair of Belfast Healthy Cities

Belfast Healthy Cities, work with stakeholders from government departments, universities, the private, public, voluntary and community sectors and within the local and regional context during the current Phase VII (2019-2026).

Work on the WHO core themes, and priority areas does not occur in a vacuum but within the local and regional context.

In implementing Phase VII, Belfast Healthy Cities will:

- further develop and implement a partnership-based approach on priority areas identified within the context of the city's Community plan the Belfast Agenda and the region's public health framework, Making Life Better
- produce the city health profile which will provide valuable insights into the factors that influence the health and well-being of the citizens of Belfast and the level of health inequalities experienced.
- engage citizens in defining their health needs and support them to engage with decision-makers for improved community prosperity
- identify three areas of good practice that will be shared with cities across the WHO Network for mutual learning and inspiration, and which will be monitored by WHO Europe
- develop annual operational plans that enable review and assessment of progress by all stakeholders, including funders and WHO Europe.

OUR VISION

Our Vision is that Belfast is recognised globally as a healthy, equitable and sustainable city

OUR MISSION

To promote health and well-being, provide inspiration and facilitate innovative collaborative action and good policy-making

OUR VALUES

Good health is a fundamental human right of each individual

Good health is a valuable resource for families and for social and economic development

Health inequalities are avoidable and unacceptable and have consequences on all of society

Health and well-being is a shared priority for all sectors and whole of government

OUR PROGRAMMES

Promoting
Healthy Transport

Greening the City

Community Prosperity

Increasing Knowledge
and Capacity Building

Maximising Learning & Knowledge Exchange
from Global, European and other networks

Job title:	Chief Executive Officer
Reports to:	Chair, Belfast Healthy Cities' Board of Directors
Location:	Belfast Healthy Cities' Office 22-24 Lombard Street, Belfast, BT1 1RD with hybrid working practices in place.
Salary:	£65,664 - £75,874 Agenda for Change (AfC) Band 8, Range C April 2021/2022
Contract:	Permanent Full-time with evening and weekend work as required.
Pension:	6% Employer Contribution.
Leave:	26 days annual leave increasing to 31 days after 10 years service plus an additional 10 days statutory leave.

JOB PURPOSE

The city of Belfast is currently part of the World Health Organization (WHO) European Healthy Cities Network and has been since its establishment in 1988. Belfast Healthy Cities (BHC) has worked successfully during these years to implement the WHO requirements for designated cities within the local policy, political and administrative arrangements. The CEO will act as the City of Belfast Healthy City Co-ordinator within the WHO European Healthy Cities network.

Phase VII (2019-2026) of the WHO European Healthy Cities network focuses on 6 Ps – Prosperity; People; Participation; Place; Planet and Peace. Key programme themes are Healthy Places; Health Literacy; Health Inequalities and Capacity Building.

The main purpose of this job is to:

- Provide visionary and dynamic leadership with a strategic focus for Belfast Healthy Cities to ensure all relevant sectors within the city are engaged in delivering the WHO European Healthy City' requirements within the local and regional context/policy.
- Manage staff and budgetary requirements maximising optimum benefits in each for the organisation.
- Maintain and further enhance the role of Belfast at international level within the WHO European Healthy Cities Network, representing WHO and Belfast as appropriate.

PRINCIPAL RESPONSIBILITIES

The post holder will report to the Chair of Belfast Healthy Cities Board of Directors. The principal responsibilities are:

- Provide intellectual, strategic and dynamic leadership to develop, review, communicate and implement the organisation's vision, mission and overall corporate strategic direction.
- Lead the development and implementation of the overall strategic framework and action plans.
- Assure legal and regulatory documents and monitor compliance with relevant laws and regulations including charity regulations.
- Develop a finance strategy to ensure adequate funding is available for the effective implementation of strategic objectives.

SPECIFIC RESPONSIBILITIES

Leadership and Governance

- Ensure the city of Belfast successfully meets the WHO requirements and adds value to local and regional strategies and action.
- Manage Belfast Healthy Cities through a period of health and social care and local government reform, being alert to opportunities to strategically influence change and organisational development.
- Develop a vigorous strategic framework for the organisation, identifying critical opportunities for innovative initiatives and manage a portfolio of high quality programmes, assuring a smoothly functioning, efficient organisation.
- Provide support, advice and guidance to the Chair and Board of Directors to enable the Board to deliver effective governance.
- Contribute to the development of WHO Healthy Cities' policy through the Regional Office for Europe and, where appropriate, act as a WHO consultant within Europe.
- Be alert to both the external and internal landscapes, opportunities for influence and involvement and development of innovative programmes.
- Solicit advice and guidance, when appropriate, from the Board of Directors.
- Manage the Board's due diligence process to assure timely attention to core issues.
- Work with the Chair and Board of Directors to maximise the contribution of each board member.

Corporate Vision and Strategic Plan

- Provide a corporate vision and strategic direction to Belfast Healthy Cities.
- Develop a corporate vision; strategic plans, supported by business and associated performance targets.
- Develop active strategic partnerships and operational networks with public authorities, government departments, voluntary and community organisations in the city to ensure strategic objectives are met and initiatives delivered.
- Oversee the complete operation of the organisation in accordance with the direction established in the strategic plans.
- Identify, showcase and share WHO European Healthy City initiatives to local audiences to benefit delivery across Belfast.

Governance: Finance, Legal and Management

- Manage relationships with funders to secure and expand recurring revenue streams and be alert to new funding opportunities.
- Develop and implement quality standards and controls, systems and procedures, with regular evaluation.

Governance: Finance, Legal and Management continued

- Ensure the effective and efficient management of Belfast Healthy Cities' staff, development of budgets, financial controls and information systems and the provision of properly audited accounts, delivering the optimum results within budgetary limits,
- Work with the Board of Directors, Audit & Risk Committee and the Treasurer to ensure financing to support short and long term goals.

External Relationship Development

- Manage and cultivate existing relationships and develop and maintain good relations with senior officers within Belfast from the public, voluntary and community sectors and organisations, relevant government departments and with other appropriate bodies locally, nationally and internationally.
- Publicly represent Belfast Healthy Cities with the media and external constituency groups including community, governmental, and private organisations and build excitement for Belfast Healthy Cities' mission.
- Represent the city of Belfast at the WHO Healthy Cities Annual Conference ensuring the profile of the city is enhanced within Europe and accompanying officers and politicians are fully briefed.
- Manage effectively the relationship between Belfast, the WHO European Healthy Cities Network and National Networks creating opportunities to increase and share the Networks' practice locally.
- Manage effectively the political climate, local and regional, including the political designated representatives for Belfast within the WHO Europe ensuring politicians are kept aware of programmes and progress on innovation and accountability to WHO Europe.
- Represent the organisation for civic and professional association responsibilities and activities in the local community, Belfast, Northern Ireland and at the national level and international level.

Monitoring and Evaluating

- Provide a strategic framework for each five-year phase and, within this, produce annual monitoring reports to WHO, the Board of Directors, funders and partners at regional government level on strategic direction, operations and structures, highlighting achievements and recommending change where appropriate.
- Develop and implement an evaluation strategy which demonstrates and reports on outcomes and the overall success of the organisation.
- Undertake duties and responsibilities as might arise in a changing environment.

Notes: This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by Board of Directors.

1.0 Qualifications

Essential

- Candidates must be educated to third level and preferably have a Master's 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.

2.0 Experience

Essential:

- Have recently held a senior management or Chief Executive Officer position with a public profile for at least three years, working at a strategic level.
- Have worked in an environment involving regular contact with senior public sector officers, civil servants, politicians, voluntary and community organisations and the wider public.
- Have participated at a senior or strategic level in the development and management of strategic partnerships and innovative programmes, demonstrating the ability to lead change.

Desirable:

- Have experience of working across UK, Ireland and Europe.

3.0 Knowledge

Essential:

- Have extensive understanding of the structures of regional and local government in Northern Ireland, including public agencies, the role of the voluntary and community sector.
- Have full knowledge of the current political, policy and legislative challenges facing public, voluntary and community sector organisations and citizens in Belfast.
- Have advanced knowledge and understanding of policies that impact on health and well-being and health inequalities
- Have enhanced knowledge and understanding of appropriate management concepts in the areas of human resources, finance, information and performance.

Desirable:

- Have experience of working across UK, Ireland and Europe.

4.0 Skills and Attributes

Essential:

Leading change

- Have the ability to provide leadership and strategic direction to Belfast Healthy Cities and to inspire vision and confidence for change amongst partner organisations.
- Have advanced diplomatic, political and negotiating skills necessary to secure the support of partner organisations, politicians and communities in implementing change to support the delivery of WHO Healthy City requirements.
- Demonstrate awareness, independence, impartiality and sensitivity to manage successfully within a change environment, working effectively with nominated partners.
- Ensure that operations are planned in a strategic way to facilitate and maximise the capacity of Belfast Healthy Cities to be a lead organization within a change environment.

Political awareness

- Demonstrate the ability to anticipate, keep track of and interpret local, regional, national and European political and other developments as they affect Belfast Healthy Cities' programmes and local and regional policy.
- Demonstrate an ability to be sensitive politically, in working in Belfast, Northern Ireland and with the complex political infrastructure within cities within the WHO European network.

Management, Finance & Administration

- Ensure effective delivery of all related functions including finance, legal, employment, procurement, marketing, health & safety and equal opportunities, contract, and project management.
- Ensure transparent and effective governance of the Board of Directors.
- Delegate effectively as appropriate, in order personally to concentrate on strategic issues.
- 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.

Desirable

Leading change

- Demonstrate resilience in the challenges in mobilising intersectoral action.

Political awareness

- Demonstrate the ability to influence party political policy.

Management, Finance & Administration

- Evidence of effectively and efficiently managing financial resources from a variety of sources.

4.0 Skills and Attributes (continued)

- 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.

Essential

Motivation & Communication

- Demonstrate significant and advanced leadership skills, including the ability to inspire, motivate and be transparent, facilitative, persuasive, diplomatic and democratic in manner, supporting the Board and staff to fulfil their full potential.
- Be self-motivated, emotionally intelligent, articulate, a creative, cutting edge and strategic thinker who can formulate corporate strategies.
- Have a high level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of civic society.
- Have highly developed effective presentation and communication skills in order to influence and persuade both orally and in writing, with the ability to support Board members and staff to act as 'Ambassadors' for BHC.
- 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.

Desirable

Motivation & Communication

- Evidence of having led and managed staff and external officers working in strategic partnership projects.

How to apply

Applications will only be accepted on the official application form.

Attached CV's will not be considered, either in lieu or in conjunction with the application form.

The application form and other recruitment documentation can be found on Viable Corporate Services website by clicking this link:

<https://www.viablecs.org/2023/10/10/job-opportunity-belfast-healthy-cities-chief-executive-officer>.

It is the responsibility of the applicant to send the:

- Application form and
- Equal Opportunities Monitoring form

To Viable CS HR Manager Eleanor Starritt at eleanor@viablecs.org by Thursday 9 November 2023 at noon.

Applications received after this time and date will not be accepted.

Interview invites will be issued after this date.

The successful candidate will be subject to an Access NI check

We look forward to hearing from you and wish you all the best in your application and the process.

For any queries, please contact eleanor@viablecs.org.

Belfast Healthy Cities are an equal opportunities employer.

Our Reward Statement



Financial Reward

- Sector Competitive Salaries
- Employer Pension Contributions 6%
- Salaries AFC scale
- Business Expenses
- Enhanced maternity, and Adoption Pay
- Enhanced sick pay
- Provided with a work laptop and mobile phone



Work-Life Balance

- Standard 35 hour week
- Up to 31 days paid leave after 10 years service
- 10 days statutory leave
- Flexible Working
- Family Friendly Policies
- Other leave such as compassionate leave, carers leave, Parental Bereavement leave



Training and Development

- Comprehensive Induction training
- Comprehensive in- house training
- On the job learning
- Learning and development linked to Strategic, Operational Plan
- Learning and development linked to individual requests
- Personal Development Plans and ongoing supervision
- Continuing Professional Development
- Strategy & team building days
- Study leave
- Coaching and mentoring
- Annual Appraisal



Wellbeing

- Occupational Health Service
- Return to work interviews
- Life Assurance
- Free tea/coffee/milk/water fountains
- Clear policies and procedures

Belfast Healthy Cities (referred to as "the organisation" throughout this notice) collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does the company collect and how?

Belfast Healthy Cities collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Why does Belfast Healthy Cities process personal data?

Belfast Healthy Cities collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Belfast Healthy Cities has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Belfast Healthy Cities protect data?

Belfast Healthy Cities takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long does Belfast Healthy Cities keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Belfast Healthy Cities to change incorrect or incomplete data;
- require Belfast Healthy Cities to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Belfast Healthy Cities is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact info@belfasthealthycities.org

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

What if you do not provide personal data?

- You are under no statutory or contractual obligation to provide data to Belfast Healthy Cities during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

**Belfast Healthy Cities
Gordon House,
22-24 Lombard Street,
Belfast BT1 1RD**

**Northern Ireland NIC100587
Company No NI31042**