

Tech NI Software Alliance Ltd – “The Software Alliance”

Job Description for the post of Chief Executive Officer

Job Title:

Chief Executive

Responsible to:

The Board of Tech NI Software Alliance Ltd. (known as the Software Alliance) with the Chair normally being the representative of the Board.

Main Purpose of the Job:

To be responsible for maintaining a high-profile representative role for the NI software sector, and for the management and operation of the Software Alliance.

Nature of the Job:

An inherent characteristic of the job is the need for the Chair and the Board of Tech NI Software Alliance Ltd. to trust the integrity of the Chief Executive and to recognise the need for him or her to have contacts with political figures, opinion formers and key stakeholders and to speak publicly before there has been an opportunity for the Chair or the Board to discuss them. Conversely, the Chief Executive must recognise that they will always be seen as speaking for the software sector and with the implied authority of the Board and so must exercise appropriate discretion.

Main Tasks/ Duties:

To lead the Software Alliance and to be the principal policy adviser to the Software Alliance and to be responsible for ensuring that the whole of the organisation’s policy work is carried out efficiently and effectively.

This includes:

- Monitoring the political, economic, legislative and regulatory environments relevant to the software sector,
- Developing policies and proposing policy priorities for the Board’s consideration,
- Ensuring coordination and compatibility of policy work throughout the Software Alliance.

To be The Software Alliance’s principal spokesperson with responsibility for exercising the trade association’s representational work.

This includes:

- Ensuring regular contact is maintained with relevant Ministers, Assembly Members, Assembly Committees, Councils, civil servants, journalists, and other opinion formers.
- Ensuring that the Software Alliance’s policies and views are articulated well to the appropriate target audiences, this may include media interviews, public speaking and the appropriate use of social media.

- Ensuring that the Software Alliance is represented in other forums as appropriate.

To ensure that The Software Alliance provides a high quality and cost-effective service to its members.

This includes:

- Attracting new members and retaining the support of the existing membership.
- Maintaining an interactive communications programme with the membership, keeping members informed of all the Association's activities.
- Maintaining contact with individual members and ensure the views of the membership are taken into account in the Association's work.

To be responsible for:

- The finances of the organisation, including the preparation of the annual budget, the maintenance of adequate financial controls, the monitoring and reporting of expenditure against budget; and to make recommendations on subscription levels for the Board's consideration.
- Subject to any guidelines agreed by the Board, to be responsible for all matters relating to the employment of staff.
- The internal administration of Tech NI Software Alliance Ltd.; for ensuring that the organisation's constitution is adhered to; and that the Software Alliance complies with all relevant laws and regulations.
- Developing the forward strategy of The Software Alliance.
- To prepare a detailed plan for the work of the Software Alliance every six months and have this agreed with the Board. The timing of the workplan can be changed with agreement of the Board and Chief Executive.

Chief Executive Role - The Competency Framework

Interpersonal

Relationship management: building and maintaining relationships with members, government, key stakeholders, the media, and the general public.

Discretion: building trust and confidence with members, government, key stakeholders, the media, and the general public.

Diplomacy: ability to negotiate tactfully within and between different groups.

Presence: establishing authority through manner, skills and knowledge with members, government, key stakeholders, the media, and the general public.

Leadership: to have vision and the ability to make decisions and take responsibility for an issue.

Communications

Listening: ability to hear and understand other people's perspectives and to conduct dialogue.

Writing: ability to write concisely, logically, and appropriately for different audiences.

Presentation: ability to present effectively and confidently with different groups and in different situations.

Media: ability to manage the media including social media in order to promote the Association's messages.

Sector Knowledge

Strategic Thinking: ability to understand the sector, including economic issues, industry dynamics and key issues that will affect the future development of the software sector and the Association.

Sector Knowledge: having a good basic knowledge of the sector, its companies and their products and the regulatory environment.

Technical Skills: having a sufficient level of technical knowledge to undertake the duties of the Chief Executive.

Commercial Awareness: ability to identify and develop appropriate services that will add value and enhance membership benefits.

Public Policy

Public Policy: An acute awareness of public policy and the decision-making processes and decision makers within national, regional, and local government.

Political Awareness: ability to understand the NI Executive and Assembly's political agenda and to link it to the Association's case/ cause.

Analysis/ Analytical Thinking

Analytical Thinking: ability to identify, access and absorb and interpret relevant information and to highlight high-level key issues for the software sector.

Management

Self-Management: ability to manage and motivate themselves to achieve the organisation's objectives.

Planning: ability to develop and communicate a clear strategy, with goals for the short, medium, and long term.

Financial Awareness: ability to manage budgets and to assess the financial implications of any decisions.

People Management: when required to develop, motivate and manage the performance of others (staff, committees, project groups) so that objectives are met and a good team performance is achieved.