

Dental Health Foundation

Job Description

Position: Chief Executive

Reporting to: Board of Trustees, Dental Health Foundation

Key Roles:

Overall responsibility for the executive management, policy and strategic development of the Dental Health Foundation (DHF) and for ensuring the effective deployment of available resources. Required to proactively identify and pursue integrated approaches to promote and improve oral health in Ireland, working in concert with government departments and other third party organisations, bodies and agencies. Responsibility for supporting the objectives and work of the Irish Expert Body on Fluorides and Health and in support of the development of a new National Oral Health Policy.

Detailed Responsibilities:

- Propose, develop and implement the DHF's strategy for the promotion and improvement of oral health in Ireland.
- Review: (i) national/international research findings and (ii) best practice as it applies within comparable organisations, to inform the development of strategic and operational priorities.
- Engage proactively and enhance the links with government departments/offices/agencies/bodies, NGOs, the dental profession, academic institutions and other third party organisations. To promote:
 - (i) A heightened awareness of the risk factors for poor oral health.
 - (ii) Agreement on interventions necessary to improve oral health in line with public policy requirements.
 - (iii) Plan, cost and identify potential outcomes of proposed interventions to improve oral and general health.
 - (iv) Finalise an integrated and targeted strategy in line with public policy.
 - (v) Commission and undertake evaluations and identify association priorities and actions.
- Ensure that the DHF meets its fiduciary obligations while simultaneously providing for effective governance, risk management and cost control.
- Development of funding proposals and ensuring effective financial control of the DHF. Management of the DHF's finance function, budgeting, secure return on investment, value-for-money and compliance with related reporting requirements.

- Preparation and development of management accounts and reports necessary to meet statutory reporting and information requirements of the Board of Trustees / external stakeholders.
- Attendance at Board of Trustee Meetings, preparation of draft agenda and papers, drafting of minutes and execution of Board decisions ensuring actions are carried out in a timely manner.
- Ensuring the DHF meets its legislative requirements including Freedom of Information (FOI), General Data Protection Regulation (GDPR), Charities legislation, employment law and procurement legislation.
- Ensure the effective financial, administrative and culture/people management of the DHF. Including the provision of an efficient performance management system and PRSA scheme.
- Development of financial guidelines, performance/evaluation criteria, service level agreements, reporting arrangements and service contracts for third party contractors/ service providers.
- Provide proactive support, assistance and expertise to the Minister and Department of Health. Ensure that all requests for information and support from the Department and/or Minister are addressed in a timely and comprehensive manner. This includes responses to queries/correspondence/Parliamentary Questions.
- Ensure provision of secretariat and related administrative supports to further the achievement of the objectives of the Irish Expert Body on Fluorides and Health and in support of the development of a National Oral Health Policy.
- Work to ensure integration of oral health priorities into national health strategy and policies through policy submissions and the development of position statements.
- Engage with the dental profession to support the identification and adoption of continuing professional development and related requirements.
- Identify training requirements for dental health professionals and work with third level institutions to design, develop and update accredited programmes.
- Enhance the credibility and standing of the DHF and position the organisation as an independent and authoritative expert body on oral health and related matters.

Basis of Appointment

Appointment to the position would be on the following basis:

- Full-time permanent post
- Salary is dependent upon the experience and qualifications of the candidate but will be in the range of €70,572 to €85,912
- Position is Dublin based.

Qualifications and Capabilities

- Significant experience that has involved developing and managing finance, human resources, procurement processes, business systems, standards and policies.
- Experience of working with and managing an organisation's legislative compliance and reporting requirements.
- Experience of managing and working collaboratively with multiple internal and external stakeholders and disciplines.
- An ability to influence and negotiate effectively in furthering the objectives of the DHF.
- Effective leadership, team building and management skills in a challenging and busy environment
- A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships.
- Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.
- An awareness of and understanding of the role of the Dental Health Foundation.
- Excellent interpersonal and communications skills

Essential:

- A third-level qualification; in a relevant discipline.
- At least five years relevant experience.
- Highly capable at planning and organising.
- Excellent communications; both oral and written.
- Excellent interpersonal and team working skills.
- Proficient in Microsoft Word, Excel, Powerpoint and Outlook.

Desirable:

- A high level of knowledge of the issues relating to policy and health.
- Knowledge of legislation relating to public/dental public health.
- Experience of a public sector environment.

**Closing date for receipt of completed applications is:
Monday, 25th February 2019 at 12pm**

It is anticipated interviews will be held the week beginning Monday, 4th March 2019