



CHIEF EXECUTIVE OFFICER

The Insolvency Practitioners Association (IPA) is a membership organisation and a professional body authorised by the Government for the purposes of licensing members to act as Insolvency Practitioners. As the only such body specialising in insolvency, it has been and continues to be at the forefront in creating insolvency qualifications, widening access to insolvency knowledge and understanding, and leading debate on current issues. A team of 25 staff, based in the City of London, is responsible for supporting the IPA's members, affiliates, students and firms, and ensuring that the IPA's brand and reputation and those of its' members are both maintained and enhanced.

An exceptional opportunity has arisen to appoint a Chief Executive Officer to lead the organisation to achieve its' vision - *to be recognised as the pre-eminent specialist insolvency regulator*. The successful candidate will be responsible for leading the team to deliver on the IPA's offering to its members as well as fulfilling its' responsibilities to the Insolvency Service. The role will report directly to the Board and the Senior Independent Director and will lead the senior management team of the IPA.

Our vision for the organisation is underpinned by focusing resources in 3 areas of operation:

1. *Maintaining public integrity in the insolvency profession by upholding the highest standards of professional conduct.*
2. *Delivering valued services to members.*
3. *Operating as a modern, agile professional organisation providing opportunities to great people.*

Job Description:

Job Title:

Chief Executive Officer.

Reports to:

The Board of Directors through the Senior Independent Director ('SID').

Overall Job Purpose:

The role of the CEO is to deliver the IPA's objectives working with the Board of Directors and the SID to provide strategic direction and overall management of the organisation and its staff.

Main Accountabilities:

1. Maintaining public integrity in the insolvency profession by upholding the highest standards of professional conduct.

- Provide strategic leadership to the regulatory standards team to ensure that all matters relating to the regulation of members are:

Robust

Transparent

Fair

Responsive

- Develop a trusted relationship with key members of the Insolvency Service and ensuring that the IPA is positioned as a regulator with breadth and depth of skills to perform this role.
- Represent the IPA with credibility and confidence to ensure that we are seen as being an effective and efficient regulator of our members as well as being a credible voice for the profession.

2. Delivering valued services to members.

- Develop and lead the execution of a strategy for member engagement and service delivery.
- Lead on priority member relationships to be agreed with SMT and The Board.
- Supervise the delivery of 'flagship' events for members.
- Engage with members throughout the year and at external and IPA events.
- Ensure the seamless annual transition of Presidents of the organisation.

3. Operating as a modern, agile professional organisation providing opportunities to great people.

- Ensure effective organisation management systems, processes and structures are in place for the efficient operation of the organisation.
- Take responsibility for the financial performance of the organisation and keep under review the financial strategy including levels of reserves, monitoring of expenditure and demonstrating discipline in conjunction with the finance committee.
- Ensure the continued development of skills and knowledge across the IPA through learning and development opportunities and performance management.

PERSON SPECIFICATION:

1. Specialist knowledge, skills & experience

- 1.1 Excellent experience of operating at a senior level in a financial services regulated environment.
- 1.2 Appreciation of the Insolvency profession and its regulatory challenges.
- 1.3 Understanding of the role of the IPA as regulator.
- 1.4 Clear understanding of the need to manage different stakeholders and a proven ability to do this.
- 1.5 Experience of working in the professional services sector.

2. Strategic Leadership & Management

- 2.1 Experience of successfully establishing and sustaining a strong performance management culture.
- 2.2 Ability to manage competing demands within an organisation and to adapt and switch from one major area of activity to another.
- 2.3 Proven track record of having the discipline to run all aspects of an organisation with turnover of less than £5 million.
- 2.4 Proven track record of financial management, business planning and change management.
- 2.5 Proven experience of successfully building relationships with key stakeholders both internal and external to the organisation and a proven ability to collaborate to achieve agreed objectives.

3. Communication Skills

- 3.1 Experience of developing and maintaining relationships and successfully influencing people internally and externally at the highest level.
- 3.2 Excellent verbal and written communication skills.
- 3.3 Experience of representing an organisation to a variety of audiences including the media. *(Desirable)*

4. Personal Qualities

- 4.1 Experience in handling competing priorities and workloads.
- 4.2 High level of personal integrity and professional behaviour that inspires trust.
- 4.3 An inclusive leader who inspires, motivates and encourages a culture of shared endeavour.
- 4.4 Self-motivated with high levels of enthusiasm.
- 4.5 Excellent organisational skills and self discipline.

APPLICATION:

Terms & Conditions:

- The role is currently based in at Valiant House, Heneage Lane, London EC3
- The package will include a competitive salary up to £115,000 dependent upon experience.
- A contributory pension scheme and private healthcare is available.
- The post is permanent and 35 hours per week.
- Annual leave entitlement is 25 days, with an opportunity to purchase up to a further week.
- The role will on occasion require the CEO to represent the IPA outside normal working hours.

HOW TO APPLY:

Applications should be made direct to Liz Bingham OBE - Interim Acting CEO by post at the above address or by e-mail to lizb@ipa.uk.com and should include a letter of application and a CV. The letter will detail why you have applied for this role as well as addressing the competencies and qualities in the person spec.

Closing Date: *Close of business, Friday 15 June 2018*

Interviews - round 1: *Week commencing, 2 July 2018*

Interviews - round 2: (if required) *Week commencing, 9 July 2018*

Board meeting and presentation: *12 July 2018*

Feedback will only be available for shortlisted candidates.

No agencies at this stage please.