



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **IRISi RESOURCES DIRECTOR**

<b>Salary:</b>	£41,881 pro rata
<b>Hours:</b>	21 per week
<b>Location:</b>	Home and IRISi office in Bristol (flexible according to business needs)
<b>Employer:</b>	IRISi
<b>Tenure:</b>	Permanent
<b>Reporting to:</b>	Chief Executive, IRISi

#### **Role Overview**

This senior role within IRISi is the strategic lead for budgeting and finance, HR, corporate governance, and IRISi infrastructure. The postholder is a member of the IRISi management team, carrying out the Company Secretary function within the organisation.

#### **Areas of responsibility – The postholder is responsible for:**

##### **Finance**

- Setting and monitoring annual IRISi budget, including project and programme budgets
- Ensuring all financial reporting including monthly management accounts and reporting to the IRISi board
- Identifying and monitoring financial risks to business performance and company viability
- Oversight of payroll process including pension

##### **Governance**

- Ensuring compliance with regulatory or statutory changes that might affect the organisation, and ensuring any policies are up to date and approved
- Ensuring legal compliance across the company
- Being GDPR lead within organisation
- Managing all aspects of board meetings ensuring they are held regularly and that directors are appropriately supported
- Line managing Data Scientist

## **HR**

- Ensuring that all HR processes and policies are up to date and in place
- Ensuring that the company has effective and robust recruitment processes that align with the company's Equalities Diversity and Inclusion frameworks
- Managing HR administration

## **IRISi infrastructure**

- Implementing processes or systems to help ensure good management of the organisation and compliance with legislation
- Managing office space and facilities
- Managing contractual arrangements with suppliers/customers
- Managing IT and telecoms platforms
- Line managing National Support Officer
- Line managing Communications and Marketing Officer

## **Required Competencies and Skill Set**

- Experience and proven track record of developing and reporting on budgets, managing company finances, reporting on management accounts
- Ability to identify and evaluate risks and options and develop strategies to manage and mitigate
- Ability to define and integrate clear structures, systems and resources to ensure the company runs efficiently and effectively
- Experience of managing contracts with third party suppliers and other service providers
- Experience of line managing staff across different functions and at different levels
- Commitment to anti-oppressive practice and to challenging sexism, racism, and other forms of discrimination
- Ability to work autonomously, including where the context and outcomes are fluid or complex
- Ability to deliver high quality work to tight deadlines and with meticulous attention to detail
- Ability to prioritise efficiently and make effective decisions
- Excellent interpersonal and communication skills with the ability to influence others to achieve priorities
- Ability to work flexibly and practically under pressure and deliver priorities at pace

## **Desirable**

- Understanding and experience of working within the VAWG (violence against women and girls) sector
- Understanding and experience of working with the health system
- Recognised financial qualification