International Council of Nurses

Job Description

1. General

Position title:	**Chief Executive Officer**
Type of contract:	Permanent
FTE %:	100%
Reports to:	ICN Board of Directors
Supervises:	All employees
Grade:	Executive
Travel requirement:	Up to 40%

Summary description of the position

In close collaboration with ICN President, the CEO provides visionary leadership and supports the governing bodies of ICN and its foundations.

The CEO:

- Positions ICN and its Foundations to respond effectively to their changing environments and to influence / contribute to nursing and health policy at regional and international levels
- Establishes and promotes partnerships with ICN members and with national, regional and international health organisations, nursing associations and other organisations, including corporations and foundations
- Provides options and advice to the Board on strategic and relevant/key operational matters
- Establishes and advances operational plans that ensure maximum effectiveness in the administration of ICN and its foundations, including financial and budgetary practices, fund-raising and management of staff
- Fulfils the statutory requirements of ICN, FNIF and ICNF and effectively administers each

2. Position requirements

Qualifications	• Registered Nurse qualified in at least one regulatory jurisdiction and a current member of a national nurses association within ICN member NNAs • Related university studies, minimum Master's Degree in nursing (preferably Doctoral degree) in nursing or other relevant field (e.g. life sciences, business administration, etc. • Relevant financial and management qualifications are required
Experience	• Minimum 10 years in senior positions in nursing administration, association management or health policy, singly or in combination • Experience in revenue generation and fund-raising in a not-for-profit organisation • Proven experience of working effectively with diversified organisations and cultures • Relevant financial and management experience • Demonstrated excellent management of distributed teams • International work experience • Experience working with Boards • Experience working with complex organisations
Attributes	• In-depth knowledge of nursing and health policies and policy development, implementation and evaluation, nursing legislation and regulation, and socio-economic affairs that affect nurses and global health • Excellent knowledge of business models and change management in complex environments. • Strong communication skills, orally and written • Visionary, with sound strategic management skills (systems, people and financial) • Credibility as an established leader with a proven record of success

	• Able to work effectively with and through others at a high level • Track record of successful advocacy and policy influence • Fluent in English with working knowledge of French or Spanish (desired)

3. Responsibilities and tasks

Key responsibilities	Tasks
Visionary and strategic leadership	• Responsible for presenting strategic proposals to the Board and CNR that help position and sustain ICN as a world leader in nursing and global health • Establishes/sustains own leadership credibility • Manages and leads the staff to attain the organisational goals and outcomes while promoting a high functioning individual and team performance • Conducts on going assessment of the environmental trends and factors affecting nursing and health world-wide, updates the Board and recommends strategies as needed • Promotes the image of nursing and of ICN (including NNAs, affiliates and others) and its foundations at all levels, and helps position other nurse leaders and nursing organisations to influence policy and decisions in their organisations and countries • In collaboration with the Board, determines appropriate options and strategies to meet the long term needs and goals of ICN and its foundations • Is strategic in determining the longer term financial health of the organisation and the fund-raising and revenue generating requirements to support the vision and growth of ICN • Promotes development, review and implementation of vision, mission values and policies

	• In collaboration with the Board, promotes development, implementation and review of vision, values, mission and policy • Provides assistance/advice to the Board/CNR on policy formulation and review
Support to the Board and CNR in governance and decision making	• Ensures the Board and CNR papers are complete, clear and congruent with ICN values, standards and strategic directions • Assists in development and implementation of ICN issues management and policy framework • Establishes and manages internal systems and processes to support the Board and CNR decisions and facilitate the Board review of policies and plans • Keeps the Board regularly informed on all key issues on a regular (minimum quarterly) basis • Supports the Board and CNR development, including orientation
Leadership to Board in immediate and long term planning	• Monitors and regularly reports on trends and issues that could affect ICN both within and outside ICN • At least annually, provides the Board with an analysis of ICN's strengths, weaknesses, opportunities and threats • Develops, implements, co-ordinates and evaluates strategic and multi-year tactical plans to meet ICN and its foundations goals • Reports regularly to the Board on achievements and changes to strategic and annual plans • Establishes, implements and reviews programmes and services in keeping with ICN strategic directions and goals and those of its foundations
Liaising with the ICN members, international health and nursing groups, funding agencies, regional and national agencies	• Represents ICN at meetings at the international, regional and national levels when appropriate • In collaboration with the Executive Committee determines representations of Board members, NNAs and others as appropriate

	• Promotes and manages all forms of communication to promote the positive image of ICN • Builds, manages and evaluates effective/strategic partnerships and alliances with nursing and non-nursing organisations and maintains effective networks in the governmental, public and NGO sectors • Builds good relations with donors and effectively markets nursing projects and programmes that require funding • Ensures success of the fund-raising strategies of ICN and its foundations • Establishes effective means of productive communication among staff, Board members, NNAs and other stakeholders • Provides advice and support regarding ICN work to NNAs and affiliates.
Internal organisational plan	• Sets and monitors clear, achievable objectives, strategies and activities of staff to meet ICN strategic goals • Ensures availability of staff and other expertise to meet established objectives • Evaluates staff performance annually and promotes individual and team excellence on an on-going basis • Ensures strategies to meet goals and objectives that reflect collaborative practice, both internally and externally • Critically evaluates the performance/success/sustainability of ICN´s projects • Implements sound management practices that include, but are not limited to: o a current organisational chart o competitive compensation packages and personnel policies o annual staff development plans o material resource plans, including equipment and maintenance plans o current job descriptions and annual performance appraisal o information systems and appropriate data bases o administrative policies and procedures

	○ financial and quality audits, including communications ○ adequate, competent staff to carry out plans ○ recruitment and retention strategies ○ marketing, communications and fund-raising plans; business/project plans for programmes, projects, and new initiatives ○ clear priority setting and monitoring ○ workload management and distribution
Sound financial and budgeting practices	• Monitors trends in financial management and reports regularly to the Planning and Finance Committee • Proposes annual budgets in collaboration with the First Vice President • Ensures implementation of sound accounting and financial policies • Ensures optimal cash flow management to meet operating requirements and maximise interest • Ensures asset protection through insurance and internal controls • Offers wage and benefit packages that attract and retain staff and facilitate cost control in relation to ICN financial good standing • Oversees the investment portfolio • Monitors performance indicators and make adjustments to resource allocation/utilisation • Administers special funds and awards of ICN and its Foundations • Increases revenue through fund-raising and other means
Statutory requirements of the ICN, ICNF and FNIF	• Ensures compliance with local, national and international law as required
ICNF and FNIF administration	• Supports the Foundation Boards in strategic governance and fulfils all obligations as per ICN, including: ○ implementing corporate branding, mission, vision, values, and strategic directions ○ creating, implementing and regularly evaluating business plans
Other duties	• As assigned by the Board of Directors