

Aurora – Enriching Lives, Enriching Communities
Chief Executive Officer – Job Description

Job Title:

Chief Executive Officer

Location:

Units 11/12, Danville Business Park, Kilkenny.
Subject to change based on the needs of the service.

Duration of Appointment:

Indefinite/Permanent

Reporting Relationship:

The Chief Executive Officer (CEO) reports directly to the Board of Directors of Aurora (Kilkenny) and its Executive Committee, and is accountable to the Board for the effective discharge of all duties.

Working Hours:

Full-time position. 35 hours/week
Standard hours: 9:30am – 5:00pm.
Flexibility is required due to the nature of the role.

Salary:

Aligned with HSE Consolidated pay scales Grade CEO SC2

Key Accountability

The CEO is responsible for the overall leadership, strategic direction, and operational management of Aurora, this includes ensuring the delivery of high-quality services to People Supported, in line with the Annual Service Agreement (ASA) with the HSE, within agreed budgetary parameters, and in accordance with sectoral evidenced-based practice.

Principal Duties and Responsibilities

- Strategic Plan Implementation
 - Drive the realisation of Aurora's Strategic Plan 2022–2027 and into the future.
- Strategic & Operational Leadership
 - Develop and oversee operational plans and budgets aligned with the SLA.
 - Monitor performance against plans and take corrective action where necessary.
 - Lead and support the executive management team in delivering strategic objectives.

- Governance & Reporting
 - Engage regularly with the Board, providing updates on operations, strategic progress, and emerging issues.
 - Ensure the Board is fully informed of all critical developments affecting the organisation.
- Stakeholder Engagement
 - Liaise with the HSE to negotiate and implement the annual Service Level Agreement (SLA).
 - Provide timely and accurate reports to the HSE as required.
- Quality & Compliance
 - Ensure the People Supported are afforded quality supports and services
 - Ensure services meet HIQA standards under the Health Act 2007
 - Ensure services comply with relevant legislation and policy frameworks
 - Promote a safe, person-centred environment for People Supported.
- Human Resources
 - Oversee workforce planning in line with HSE-agreed WTE numbers.
 - Guide recruitment, retention, engagement, and development of employees.
 - Foster a positive organisational culture and employee wellbeing.
- Asset & Financial Management
 - Safeguard Aurora's asset base.
 - Identify capital needs and prepare business cases for investment.
- Brand & Vision
 - Promote and uphold the vision and values of Aurora within the organisation and externally.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Limits of Authority

The CEO operates within established policies and practices. In urgent situations, actions outside these guidelines may be taken following consultation with the Chairperson of the Board.

The following matters require prior agreement with the Executive Committee:

1. Appointment or termination of senior staff.
2. Expenditure exceeding €25,000 outside of the approved budget.