

## Director of Participation, Ethics, Integrity and Research

### Principal Officer Grade

#### Job Purpose

Reporting to the Chief Executive Officer, the Director of Participation, Ethics & Integrity, and Research is a senior management position within Sport Ireland. This role is responsible for leading and overseeing three critical portfolios: Ethics and Integrity, Participation, and the Research, Evaluation, and Innovation function. The position requires a dynamic leader with strategic vision, exceptional management skills, and a deep understanding of the relevant regulatory and policy environment.

**Reporting To:** This role will report directly to the Chief Executive Officer (CEO) and collaborate with key stakeholders, including government officials, community organisations, and the public, to ensure effective service delivery and policy implementation.

#### Key Responsibilities

- Provide strategic leadership and direction across the Ethics and Integrity, Participation, and Research, Evaluation, and Innovation units.
- Oversee the development, implementation, and evaluation of policies and procedures within each portfolio to ensure compliance with national regulations and standards.
- Manage and coordinate the activities of three directors and their respective teams, ensuring alignment with Sport Ireland's goals and objectives.
- Lead and mentor senior managers, develop a collaborative and high-performance culture within Sport Ireland.
- Develop and maintain strong relationships with key stakeholders, including government departments, non-governmental organisations, and community groups.
- Represent Sport Ireland at national and international forums, advocating for Sport Ireland's interests and policies.

- Monitor and report on the performance of each portfolio, providing regular updates to the CEO and relevant oversight bodies.
- Identify and address risks and challenges to the operations and strategic initiatives within each portfolio.
- Manage unit's budget, ensuring fiscal responsibility and effective allocation of resources across all units.
- Promote continuous improvement and innovation in service delivery and operational processes.

## Note

This role encompasses oversight of three key units, each with distinct but interconnected responsibilities. Below are the specific duties and objectives for the Ethics and Integrity, Participation, and Research units, highlighting the critical aspects and strategic initiatives this role will lead to ensure Sport Ireland's success to its mission and values-

## Ethics and Integrity

- Ensure Sport Ireland operates with the highest standards of ethics and integrity.
- Develop and implement a comprehensive ethics strategy in collaboration with the Ethics and Integrity Unit, aligning it with Sport Ireland's mission, vision, values, and objectives.
- Establish policies and initiatives that promote ethical conduct, inclusion, gender diversity, anti-doping, safeguarding, and disability within the sports community.
- Advocate for and enforce ethical conduct, ensuring all stakeholders understand and adhere to established standards.
- Promote transparency, overseeing monitoring and reporting mechanisms, and upholding openness in decision-making processes.
- Lead the Ethics and Integrity team, developing a culture of collaboration, innovation, and continuous learning.

- Develop partnerships with other sporting bodies, government organisations, and community stakeholders to enhance ethical conduct.
- Manage complaints related to ethical matters, ensuring transparency, fairness, and impartiality.
- Oversee safeguarding measures to protect athletes, officials, and participants from abuse, harassment, and exploitation.
- Ensure fair and consistent conduct and disciplinary procedures are in place and followed.
- Prepare and present regular reports on integrity-related matters to senior management, the board, and relevant government bodies.
- Communicate the achievements and progress of the Ethics and Integrity Unit's initiatives to stakeholders and the public.
- Support the review and consideration of future government policies, international conventions, and other relevant frameworks impacting Sport Ireland.

## Participation

- Lead and manage the development and implementation of Sport Ireland's participation strategy in conjunction with Sport Ireland staff and key stakeholders, including National Governing Bodies (NGBs) and Local Sports Partnerships (LSPs) and outdoor activity providers.
- Promote and facilitate increased public participation in sports and physical activities across Ireland.
- Develop and implement policies and programmes that encourage inclusive participation, with a focus on underserved communities and demographics.
- Collaborate with other Sport Ireland directors to ensure participation initiatives are aligned with Sport Ireland's strategic objectives.

- Monitor and evaluate the effectiveness of participation initiatives, using data-driven approaches to enhance program outcomes.
- Establish partnerships with community organisations, schools, and local authorities to promote sports participation at the grassroots level.
- Ensure compliance with national and international standards for sports participation and community engagement.
- Enhance public engagement with trails and outdoor activities, ensuring these resources are accessible and promoted widely.
- Continue to build on the Get Ireland Active website to allow dissemination of information and resources, encouraging a more active lifestyle among citizens.
- Align participation initiatives with the National Sports Policy, ensuring a cohesive approach to increasing physical activity nationwide.
- Prepare and present regular reports on participation initiatives to senior management, the board, and relevant government bodies.

### **Research, Evaluation and Innovation**

- Lead and manage the development and implementation of Sport Ireland's research strategy in conjunction with Sport Ireland staff and key stakeholders, including National Governing Bodies (NGBs) and Local Sports Partnerships (LSPs).
- Facilitate and support the development of strong and structured relationships between policy, practice, and research.
- Ensure that all research is delivered to the highest ethical and quality standards.
- Lead and manage the communication of all research and evaluation information, including the establishment of an online sports research and data repository.
- Develop and implement a systematic approach to evaluation within Sport Ireland and among its key stakeholders.
- Incorporate research and evaluation into Sport Ireland's innovation framework.

- Manage the identification, application, and management of EU funding opportunities, and report on activity and status of applications and delivery of funded goals.
- Work with other Sport Ireland directors and units to ensure research and evaluation findings inform planning, decision-making, and program development.
- Oversee responsibilities for innovation and securing EU funding to support and enhance the agency's initiatives and programmes.
- Ensure the Board, Senior Management, and relevant committees are briefed on research, evaluation, innovation, and EU funding activities.
- Develop annual budgets and corporate plans in collaboration with the senior management team.
- Develop a motivated and focused team to deliver on research, evaluation, innovation, and EU funding priorities.

#### **Note**

This job description is intended to provide an overview of the responsibilities and requirements for the position. The duties and expectations may evolve to meet the dynamic needs of Sport Ireland, underscoring our commitment to continuous improvement and innovation.

#### **Person Specification:**

##### **Essential: Qualifications, Experience, Knowledge, Skills and Abilities**

- A third-level qualification in a related field
- A minimum of 5 years of experience in a senior management role (Assistant Principal Officer Grade & Above or Equivalent) within the public sector or a similar environment.
- Knowledge of the Irish/International landscape of sport.
- Proven track record of strategic planning and policy development.

- Extensive experience in managing large teams and complex projects.
- Strong knowledge of public administration principles and practices in Ireland.
- Excellent communication, negotiation, and interpersonal skills.
- Demonstrated ability to work effectively with a wide range of stakeholders.
- High level of integrity, accountability, and commitment to public service values.

### **Desirable Qualifications and Experience**

- Postgraduate qualification in a relevant field.
- Experience in the specific sectors relevant to the Sport Ireland's mission.

### **Additional Information:**

Contract: Full Time, Permanent.

Salary Scale: Principal Officer (PO) Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15

**If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie). The closing date for applications is Sunday 10<sup>th</sup> November 2024 at 5pm.**

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

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