



Chief Executive

**Chartered Institute of Library
and Information Professionals**

Candidate Pack

November 2014

Welcome Letter

I'm really pleased that you want to find out more about our Chief Executive role. This is a challenging and exciting time to take the helm of a professional body that is at the heart of one of the most rapidly changing sectors in our society.

At the Chartered Institute of Library and Information Professionals (CILIP) we believe that a fair and economically prosperous society is underpinned by literacy, access to information and the transfer of knowledge. Our mission is to make sure that Library, Information and Knowledge Management professionals are fully equipped to help deliver this by helping them to develop their skills, knowledge and expertise. Equally important though we have to be a strong voice for the profession and at this time, in the current austerity climate, this is particularly critical.

For example, nationally and locally there has been much debate on the future of our public libraries. A recent Arts Council Report <http://www.artscouncil.org.uk/what-we-do/supporting-libraries/library-of-the-future/> has confirmed the compelling need for a publicly funded library service explaining that libraries remain a trusted public space that all value. It sets out an ambitious agenda for change which will place new demands on the profession to develop new skills such as community partnerships and a more entrepreneurial approach.

Other issues such as Information Management and Information Literacy may not have had such national media prominence but are critical to helping us build a smarter UK as well as improving companies' performance and individuals' lives.

With challenges like these it is going to be vital in the coming years for CILIP to ensure that the voice of the profession is heard by key decision takers across a range of issues.

As an organisation we are in a strong position to take on this challenge. Major changes to our structure and finances over recent years have put us on a stable and secure footing. Our staff team is excellent and a new Board structure that will be implemented next year will improve our governance. Above all though we have keen and dedicated members who are committed to delivering excellence in what they do. They are the people who drive our ambition and our services and it is vital that whoever takes on this role can match their passion and pride for the profession.

I am looking for someone who is able to a strong ambassador for both the organisation and the profession and who can engage with members across the UK to develop and grow our services.

If you have the appetite for this challenge and believe you match the skills and experience we are looking for, I look forward to hearing from you.

Martyn Wade, Chair of the Board of Trustees

About CILIP

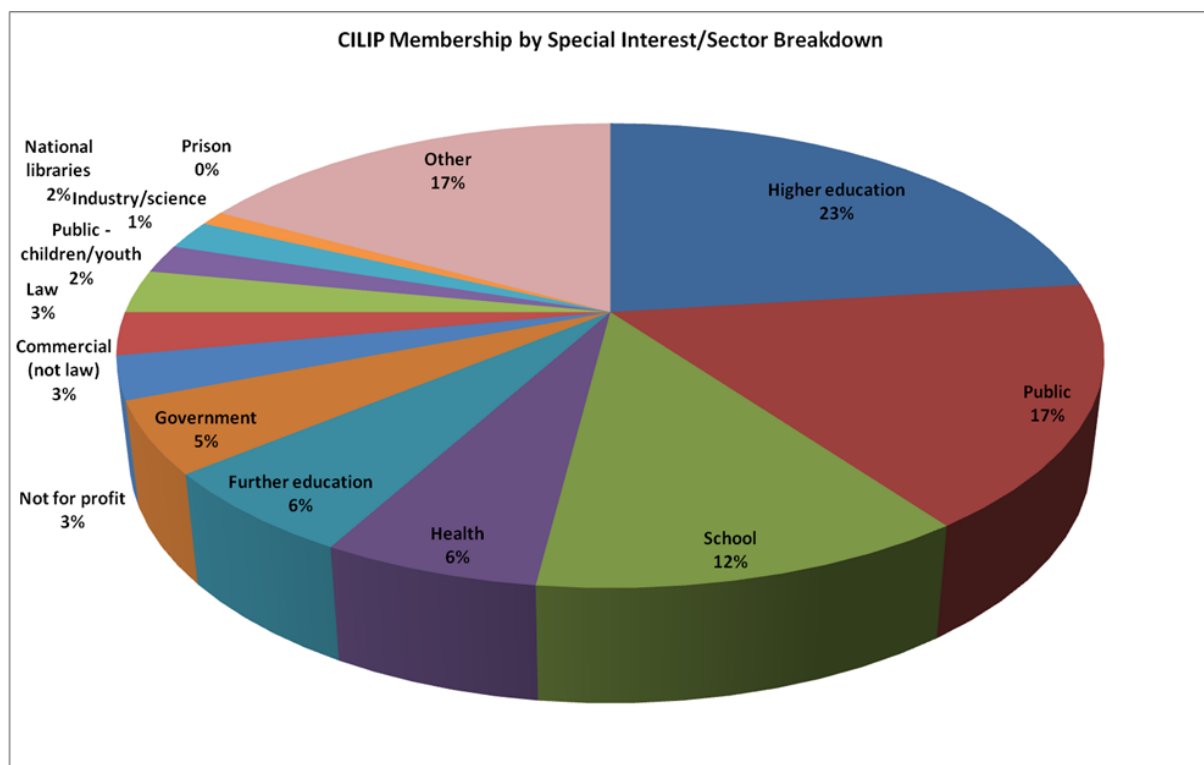
The Chartered Institute of Library and Information Professionals (CILIP) is the leading UK professional body for librarians, information specialists and knowledge managers. It provides practical support for members throughout their careers and speaks out on behalf of the profession.

CILIP's mission is to be the leading voice for information, library and knowledge practitioners, working to advocate strongly, provide unity through shared values and develop skills and excellence.

CILIP's predecessor body, the Library Association (LA), was founded in 1876 and received its Royal Charter in 1898. The LA merged with the Institute of Information Scientists in 2002 to become CILIP. Today CILIP is a Chartered Institute, a charity and a professional body which is governed by its Board - the decision making body that governs the work of the organisation and sets its priorities. There are 12 Trustees (CILIP members) elected by the members and up to three other members can also be co-opted.

Organisationally, there are forty-six staff working from CILIP's London head office, two in Scotland one in Wales and one part-time officer in Northern Ireland. The Senior Management Team comprises the Chief Executive and four directors (one based in Glasgow).

Membership is not compulsory for practice. CILIP currently has 13,470 members.



More information about CILIP can be found at www.cilip.org.uk.

The Role

Job title: Chief Executive

Reports to: Chair of the Board of Trustees

Accountable to: The Board of Trustees and Honorary Officers

Job purpose:

- To support and work with Trustees, Committees, Member Networks and members to develop and deliver strategies that meet the needs of members and the profession overall across the four nations
- To provide strong and effective advocacy for the Library, Information and Knowledge Management profession
- To develop and grow the organisation, including increasing income generation, so that it can expand its services to members and increase its impact within the sector
- To lead the operation and activities of the Institute and to develop its capability by utilising the talent of all staff, ensuring they have the skills necessary for the future.
- To develop the profile and role of CILIP in the profession and with stakeholders

Key responsibilities:

- Developing and delivering high quality services which meet the needs of members
- Advising and supporting the work of Trustees and Honorary Officers to ensure that the organisation is equipped to meet the changing needs of members and the profession.
- Promoting the work of the Institute and advocacy for the Library, Information and Knowledge Management profession, building positive relationships with external bodies and other stakeholders
- Leading and managing the Institute across four nations at strategic and operational levels providing leadership and direction to the Institute's employees
- Ensuring compliance by the Institute with the regulatory frameworks within which it operates
- Ensuring the effective use of finance and other resources including developing additional sources of income
- Ensuring effective communication and relationships between the Institute and the devolved nations, Member Networks and members
- Develop and support CILIP's role in professional leadership in the UK and internationally

Person specification

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria in **Part One** of the person specification. These responses will be developed and discussed with those candidates invited for interview, together with the other criteria listed in **Part Two**.

Part One

Knowledge and experience

This role requires an experienced leader used to operating at senior level in a complex environment where Library, Information or Knowledge Management has been a core and successful element of the business.

Your experience and track record will enable you to demonstrate your ability to lead a professional body that is active across all four nations of the UK.

You will have:

- Senior level experience of developing the strategic direction of a comparable organisation and ensuring effective delivery against that strategy. Experience of working within the Charity Sector with Boards of Trustees and Honorary Officers would be valuable but not essential.
- Experience in leading and managing change in a complex environment with a track record of developing innovative solutions to issues.
- A successful record of representing an organisation and/or profession to explain and promote its role with proven ability to develop strong partnerships and networks in a complex stakeholder environment.
- Proven leadership and management ability to inspire and motivate a highly skilled and diverse team.
- A strong track record of delivering excellent member or customer services against tight financial targets.
- Experience of controlling and being accountable for a significant budget to deliver value for money and efficient services.
- Qualification in library, information, knowledge, records or archives management or related subject would be asset but is not essential.
- Educated to degree level or equivalent

Part Two:

Skills, abilities and qualities

- Well-developed networking skills; able to make connections and develop partnerships across a wide range of stakeholders in a confident and collaborative way.
- Strong political awareness and negotiating skills with the ability to persuade and influence.
- The vision and ability to take advantage of technological change.
- Strong member/customer mind-set to ensure that members are at the heart of the organisation and that services reflect and respond to their changing needs.
- Presentational, ambassadorial and communication skills, with the ability to flex style and approach to suit different audiences.
- Facilitative, empowering leadership style which inspires high levels of staff engagement and encourages all to anticipate issues and develop creative solutions.

Terms and Conditions

This is a permanent appointment.

Salary & Benefits

The salary for this role is £85,000. More may be available for an exceptional candidate.

Location

This post is based at our London Headquarters at 7 Ridgmount Street, London WC1E 7AE. Flexible working may be available by agreement

Paid leave

33 days annual leave per annum plus bank holidays and any days over Christmas when the office is closed (usually an additional 3 days)

Pension scheme

CILIP has a defined contribution pension scheme which members of staff may join from the beginning of their employment (minimum 5% contribution). Once probation has been successfully passed, CILIP will contribute 10% of salary. Contributions are made through salary sacrifice which means they are paid before tax and national insurance.

Child care vouchers

All eligible working parents with children aged under 16 can opt to buy child care vouchers through a salary sacrifice scheme. These are paid for from gross salary, before tax and

National Insurance, so can give a typical saving of £916 a year on the cost of child care (or more depending on individual financial circumstances).

CILIP Staff Extras

CILIP Staff Extras is a web-site giving staff access to over 1000 discounts from a wide range of retailers, including high street names, on-line retailers, food outlets and supermarkets.

When you join CILIP you will receive an email telling you how to enrol on the CILIP Staff Extras website where you can access most of these benefits.

Season ticket and gym membership loans

Interest-free loans for the purchase of annual subscriptions to gyms, health clubs and season tickets (eg annual) for travel to and from work are normally available to members of staff.

CILIP is an equal opportunities employer. As a professional body it supports staff in their continuing professional development.

How to Apply

The Chief Executive will be selected on the basis of a combination of a written application and interviews.

All applicants are required to provide the following:

- A copy of your CV (maximum 3 pages) setting out career history, responsibilities and achievements with current salary and benefits (in confidence). Please also include the names and contact details of two referees. Please note referees will be contacted if you are shortlisted for interview.
- A statement of suitability (max 2 pages) explaining how you meet each of the **PART ONE** criteria for the post.
- Please ensure you have also completed and submitted the equal opportunities monitoring form, as it appears on the website. The information you provide will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

Applications should be submitted only through this website. The closing date is **10am, Monday 5th January 2015**

Indicative timetable

Closing date: 10am, Monday 5th January 2015

Longlisting: Thursday 15th January

Preliminary Interviews: w/c 19th January & 26 January

Shortlisting: w/c 2nd February

Referencing/assessment: w/c 9th February

Final Panel Interviews: w/c 16th February

How we will deal with your application

We will process your application as quickly as possible and will keep you informed at key stages.

- Once you have submitted your application, its receipt will be acknowledged;
- Your application will be assessed against the essential criteria and your experience for the post. Please ensure that you provide written evidence in your supporting statement to demonstrate how you meet the criteria. **Submitting a CV alone will not be acceptable.**
- At the long-listing meeting the Panel will decide the candidates who will be invited for initial interview, taking account of the evidence provided by the candidates in their CVs and supporting statement. You will be advised of the outcome of your application by e-mail by GatenbySanderson. If successful, you will be invited to a preliminary interview with GatenbySanderson at their office in London.
- By the end of the w/c 2nd February the Panel will aim to have decided which candidates will be invited for final interview, taking account of the evidence provided by candidates in their CVs, supporting statements and through preliminary interview. You will be advised of the outcome of your application by telephone by GatenbySanderson that week. All longlisted candidates will be offered feedback.
- References will be taken up for all shortlisted candidates. These will be sought before the formal interview. There may also be psychometric tests for those attending final panel. These will be done on-line and also include a telephone interview with a psychologist.

The interview panel will be chaired by Martyn Wade, Chair of the Board of Trustees. Other panel members will be Trustees, Mike Hosking, Karen McFarlane and Jan Perry.

Contact Information

If you would like an informal, confidential discussion about the appointment, please contact our advising consultants at GatenbySanderson, Juliet Taylor 020 7426 3990 or Sue Jenkins 020 7426 3975