

## CBI Northern Ireland Director

Dear Candidate,

Thank you for your interest in the vacancy of the Northern Ireland Director for the CBI.

The CBI is seeking to appoint an exceptional candidate who will lead the CBI's operations and representation in Northern Ireland to further the mission of helping business build a more prosperous society. Be the key contact for business based in Northern Ireland and be responsible for ensuring that the CBI represents the breadth and depth of the business community.

This is therefore a high profile and exciting opportunity, and we very much look forward to receiving your application. Further information about the CBI can be found on their website <http://news.cbi.org.uk/about/about-us/>

The application process will be as follows:

You must submit your CV in a manner that demonstrates you meet all of the criteria as detailed in the advertisement. This should be accompanied by a covering letter outlining the following:

1. A synopsis of your most recent management experience which demonstrates a history of commercial achievement and a strong ability to understand commercial and financial principals across an organisation.
2. A demonstration of your track record of success in increasing market share and maximising organisational revenue streams as well as highlighting commercial achievement
3. Examples of how you have displayed significant leadership in a situation
4. Experience as a member of a senior management team or board and how you demonstrated a strategic approach to leadership, a collegiate approach to management and the ability to undertake a demanding, diverse workload.
5. Examples of successful outcomes relating to devising and then implementing a business strategy.
6. Knowledge or an understanding and interest in legislative issues and policies for Northern Ireland including government policies.
7. Demonstrate skills in effective and intelligent communications with the ability to articulate the CBI's strategy, culture and values, both on a one-to-one and one-to-many basis.

The cover letter should be no longer than 3 A4 pages.

4c Executive Search will carry out an initial paper-based assessment of all candidate applications. This will be conducted by assessing your suitability as contained in your CV and Covering Letter against the criteria specified for the role.

4c Executive Search will then invite those meeting the required standard to attend first stage structured and formal interview to assess candidates' suitability for the role.

The final shortlist will then be established by 4c Executive Search and those meeting the required standard will be invited to the advanced stages of the recruitment process, which will include an interview with representatives of the CBI and a presentation by the candidate.

Proposed dates for the delivery of this assignment:

Advertising Campaign runs from: 2<sup>nd</sup> May – 13<sup>th</sup> May 2016  
Closing date for applications: 13<sup>th</sup> May 2016, 5pm  
Short-listing takes place: 16<sup>th</sup> May – 20<sup>th</sup> May 2016  
First stage interviews with 4c consultants – w/c 23<sup>rd</sup> May 2016  
Final stage assessment / interview with CBI: w/c 13<sup>th</sup> June 2016

*Please note that these timeframes are indicative and are provided for information purposes only at this stage.*

Your covering letter and CV can be received in the following ways:

By post:  
Emma Kieran  
Search Consultant  
4c Executive Search  
9<sup>th</sup> floor Causeway Tower  
9 James Street South  
Belfast  
BT2 8DN

*Please note that it is recommended that if sending by post, that a signed for or tracked service would be advised. 4c do not accept responsibility for lost or late responses and that proof of postage is not proof of delivery.*

Or by email:  
[emma@4cexecutive.com](mailto:emma@4cexecutive.com)

Should you have any queries relating to any aspect of this appointment process, the content of this document or wish to have an informal discussion please contact Emma Kieran on [emma@4cexecutive.com](mailto:emma@4cexecutive.com) or by telephone on +44 (0)28 9043 4343.