



## Job Specification

<b>Title of Position:</b>	Chairperson WRDATF
<b>Area of Responsibility</b>	Western Region Drug & Alcohol Task Force Area (Galway, Roscommon & Mayo)
<b>Term of office</b>	Term of three years
<b>Salary and Remuneration</b>	The position of Chairperson is a non-salaried post. Out of pocket expenses will be paid for approved meetings attended by the Chairperson. Payment of these expenses is subject to public financial regulations.
<b>Time Commitment</b>	It is estimated that a time commitment of 10-12 hours per month will be required for Chairperson duties. S/he must be able to give an assurance of the necessary time commitment to carry out the job. This will entail attending meetings of the Regional Drug & Alcohol Task Force, working with the RDTF Co-ordinator, and attending national / regional meetings.
<b>Desirable Competencies</b>	It is desirable that the successful candidate has: <ul style="list-style-type: none"> <li>▪ An interest and understanding of drug and alcohol misuse.</li> <li>▪ A strong background in business planning and action plan implementation.</li> <li>▪ A knowledge and experience of social inclusion issues and a partnership approach to problem solving.</li> <li>▪ The ability to bring together organisations and individuals from different sectors to work as a team.</li> <li>▪ Experience of the role of Chairperson.</li> </ul>

<p><b>Role and Responsibilities</b></p>	<p>The role of the Chairperson will be to:</p> <ul style="list-style-type: none"> <li>▪ Oversee the effective development of the WRDATF's strategic plan and the implementation of an agreed work programme within a specified timeframe.</li> <li>▪ Taking responsibility for helping Committee members to work well together in discussing and deciding issues relating to WRDATF's aims;</li> <li>▪ Acting as spokesperson and representing the WRDATF as appropriate;</li> <li>▪ Helping the WRDATF to develop policies and priorities and ensuring that it continues to operate to these; this may involve annual planning days</li> <li>▪ Helping to resolve conflict at WRDATF and where needed at project level</li> <li>▪ Making emergency decisions between meetings, where necessary, in accordance with procedures agreed by the WRDATF</li> <li>▪ Supporting the development of a cohesive staff unit</li> </ul>
<p><b>Other Information</b></p>	<p>The Chairperson will be a key figure in the success of the WRDATF. The Chairperson will be elected directly by the WRDATF. No person currently on the committee is eligible to apply due to requirement of independence and impartiality to all subject matter. The Chairperson will act as an Independent member of the WRDATF. The Chairperson will link with the established network of Regional/Local Drug and Alcohol Task Forces Chairpersons Network</p>
<p><b>Potential Selection Process</b></p>	<p>Applicants should send a letter expressing interest in the position and Curriculum Vitae to Micheal Durcan, Co-ordinator, Western Region Drug &amp; Alcohol Task Force, Unit 6, Galway Technology Park, Parkmore, Galway or email <a href="mailto:Micheal.durcan2@hse.ie">Micheal.durcan2@hse.ie</a></p> <p>It is desirable that the candidate include in their application details of their strengths and experience in line with the job specification associated with the position.</p> <p>Selection committee will interview interested candidates to discuss the role, time commitment and assess the candidate's suitability for the position.</p> <p>For further information please contact Micheal Durcan tel: 091 480044 or e-mail: <a href="mailto:micheal.durcan2@hse.ie">micheal.durcan2@hse.ie</a> Closing Date for receipt of applications: <b>November 15<sup>th</sup> 2018</b></p>