

From: ICAR Secretariat icar@icar.org
Subject: CE Position available at ICAR
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ICAR

International Committee for Animal Recording



CE Position available at ICAR

ICAR is recruiting a new Chief Executive. This position is part of our strategy for ensuring ICAR is prepared and equipped for servicing the needs of our members into the future.

The position announcement is available [here](#)

Please help us find the right person for ICAR. I would appreciate you passing this message to anybody you think might have the skills and knowledge required for this important and challenging international position.

Also, please encourage anybody who you think is a good candidate to put in an application. We want to hear from all really good potential candidates.

Your help in the very important task is much appreciated.

Yours sincerely,

Hans Wilmink
President of ICAR

ICAR - International Committee for Animal Recording
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POSITION ANNOUNCEMENT

Chief Executive ICAR and Service-ICAR



ICAR, the International Committee for Animal Recording, is an international non-profit organization focused on helping its more than 100 members in 57 countries improve their animal recording related services. ICAR provides a range of services through its wholly owned commercial subsidiary Service-ICAR.

The single position of Chief Executive, for ICAR and Service-ICAR, has been created in order to facilitate further growth in ICAR membership through improvement in the value ICAR provides to its members, and growth in the services it provides through Service-ICAR.

The ideal candidate will possess all of the following attributes:

- A detailed knowledge and understanding of the key disciplines involved in world-class animal recording.
- At least a masters-level qualification in a discipline of direct relevance to animal recording.
- Five years experience in management and team leadership, preferably where team members are working at locations in other countries.
- Be able to travel widely.
- A demonstrated ability to effectively communicate in English and establish excellent working relationships with people and organizations around the world.

The Chief Executive reports to the Boards of ICAR and Service-ICAR and is responsible for a combined annual budget of €1 million which is expected to double by 2019. Reporting to the Chief Executive are a team of six staff and consultants including three based in Rome and three in other parts of the world. Much of the technical work of ICAR is carried out by its four Sub-Committees, fourteen Working Groups and three Task Forces, which involve some 175 experts from around the world working on a voluntary basis.

Preference is for a person willing to work from Rome, Italy and able to take up the position early in 2015.

A detailed position description is available [here on the ICAR website](#). For more information about ICAR please visit our web site www.icar.org. All enquiries should be addressed to ce@icar.org.

Applicants should submit a complete curriculum vitae, including names and contact information of personal referees, by email to ce@icar.org. Applications will be accepted until Friday October 31st, 2014.

CHIEF EXECUTIVE - POSITION DESCRIPTION

POSITION TITLE: ICAR CHIEF EXECUTIVE

Facility:	International Operations of ICAR and Service-ICAR
Location:	To be agreed with ICAR Board
Reports to:	Boards of ICAR and Service-ICAR
Appointed by:	Board of ICAR

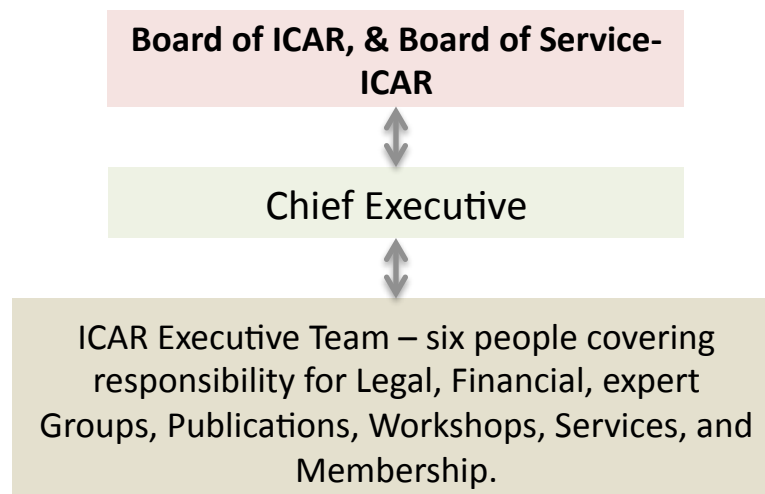
POSITION SUMMARY

To lead the ICAR Executive Team in executing the strategic plan of ICAR including goals for growth in membership, financial sustainability and services delivered through Service-ICAR.

DIMENSIONS

Number of people reporting:	Currently six in the ICAR Executive Team comprising three currently located in the Rome Office and three currently located in other parts of the world. Includes full/part time staff, consultants and contractors.
Annual Budget:	€1 million and expected to grow to €2 million by 2019.
Number of Members:	105 and expected to grow to 200, covering all main animal production regions of the world by 2019.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

- Build and maintain an effective and highly productive, ICAR Executive Team.
- Grow ICAR into a worldwide, authoritative and respected, membership and service based, organization covering the field of farm animal recording.
- Deliver highly relevant and highly valued services to ICAR members based on efficient ICAR business processes taking full advantage of development in technology.

- Ensure that ICAR guidelines and ICAR visibility, ICAR IT infrastructure, and the ICAR web site are up to date and generate maximum benefit and exposure to all members.

MAIN RESULTS

The Chief Executive, as the appointed leader of the ICAR Executive Team, has overall responsibility for leading and managing the delivery of the main results for ICAR and Service-ICAR which are:

Main Result	Objective
Leadership	Establish and maintain an open, collaborative, trusting and professional working relationship with ICAR members, the Board of ICAR, the Board of Service-ICAR, and the ICAR Executive Team.
Direction	Ensure that ICAR's strategic plan is reviewed annually, amended to take account of changes in circumstances, and strongly supported by the ICAR Board, ICAR members and the Executive Team.
Operations	Build and maintain ICAR's capability, including through own active participation, to support its communications, expert Groups, guidelines, and deliver professional services (through Service-ICAR).
Financial	Ensure the short and long term financial viability of ICAR and Service-ICAR.
Expertise	• To ensure the ICAR Executive Team has the range of expertise required to guide, direct and perform the operations of ICAR and Service-ICAR. • To play an active role through the use of own (CE) expertise and knowledge in the operations of ICAR and Service-ICAR.

SPECIFIC RESPONSIBILITIES

Governance and Strategy

- Develop and maintain an approved multi-year strategic plan.
- Ensure ICAR and Service-ICAR operate in accordance with their Statutes.

Board of ICAR and Board of Service-ICAR

- Organise schedule of meetings and appropriate facilities.
- Ensure meeting agendas cover all relevant items.
- Provide information and reports on all key strategic and operational matters.
- Prepare and distribute papers in advance of meetings.
- Assist Chairperson in ensuring an efficient meeting process.
- Actively participate in meetings by providing information, expertise and guidance.
- Ensure accurate and timely minutes covering all decisions and agreed actions.

Annual Meetings

- Organise schedule of meetings and appropriate facilities.
- Establish contracts with members to be hosts.
- Ensure meeting program covers governance & reporting and includes technical sessions of relevance and interest to Members.
- Ensure relevant material is prepared and distributed to members and meeting participants sufficiently in advance to facilitate excellent decision making.

Workshops

- Arrange special purpose workshops to meet the needs of members and achieve worldwide growth of ICAR membership.

Finances

- Prepare annual budgets, including the setting of membership and service fees that best support the strategic plan of ICAR.
- Ensure long-term sustainability of the finances of ICAR and Service-ICAR.
- Ensure best-practice in financial and management accounting.
- Ensure accounts are independently audited and approved by the ICAR membership.

Membership

- Ensure the shared goals of ICAR members are known and form the basis for ICAR's strategic plans.
- Grow the numbers and geographical coverage of ICAR membership.
- Ensure all requests from ICAR members are promptly acted on.

Relationships

- Build and maintain effective and synergistic relationships with other international organisations that have overlapping goals.

Groups

- Build and maintain the Groups required to ensure ICAR Standards and Guideline represent world-best-practice in the field of Animal Recording.
- Work with Group chairpersons to ensure these voluntary teams have clear and agreed terms of reference which are directly relevant to the interests of ICAR members.

Services

- Maintain and grow the portfolio of services provided through Service-ICAR in keeping with the interests of memberships and ICAR's strategic plan.
- Ensure Service-ICAR makes a positive financial contribution towards the achievement of the ICAR Strategic plan.

Executive Team

- Create and maintain an efficient and effective Team with the skills, attitudes, knowledge and personal skills required to achieve the Strategic goals of ICAR.
- Be a very effective leader of the Team.

Business Processes

- Maintain and enhance ICAR and Service-ICAR business processes.
- Ensure the most appropriate technology is used to support efficient and effective business processes.

WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
President of ICAR BOARD	Information of activities, consultation in relation to decisions, identification and dealing with issues related to Members and Executive Team.
Chairperson of Service-ICAR BOARD	Identification and dealing with issues related to customers and services provided by Service-ICAR.

Main Contacts	Nature or purpose of contact
Executive Team	Building and maintaining an effective team-working environment, ensuring team members are focused and dealing with priority matters, ensuring overall team is highly productive.
Group Chairpersons	To receive and provide advice and guidance to ensure the ICAR Groups achieve their objectives and support the overall ICAR strategy.
Regulatory Authorities	ICAR standards and guidelines form an important part of legislation and regulation in many countries. The CE must maintain effective contact with the relevant regulatory authorities in order to ensure any issues are identified and resolved effectively.

KNOWLEDGE, EXPERIENCE AND FORMAL EDUCATION REQUIRED

Essential	Desirable
Post Graduate qualification in one of the areas of expertise required in the ICAR Executive Team.	Masters or PhD degree in discipline relevant to animal recording.
Business management knowledge and skills.	Continuous improvement and Total Quality Management knowledge and skills.
Demonstrated Team Building skills.	Five years experience in leading an effective team.
Proven written and spoken communication skills at professional level.	Five years experience in using full range of tools and techniques for effectively communicating in an international environment.

COMPETENCIES REQUIRED

- The ability to inspire teams, build teams, and excel in quickly establishing trust with people from all cultures.
- Technical knowledge and experience in the field of animal recording.
- Competence in use of full range of information technologies for worldwide communication.
- Effective communication – written and verbal in English.
- Drive, and initiative with a results orientation.
- Ability and willingness to quickly learn new skills and knowledge.
- Ability to ensure effective communication with people who speak unfamiliar languages.

OTHER INFORMATION

- Must be prepared and able to travel to all parts of the world.

Dated: 19th September 2014