

KEY COMPETENCIES

Your effectiveness as the NSWPB Executive Director will depend on many variables - your ability to work with different personalities and to juggle several issues at the same time. The following is a list of core competency skills, knowledge and characteristics that you will need to be an effective Executive Director:

Adaptability

Ability to adapt quickly to changing government and community priorities.

Analysis

Able to assess and analyze industry input on various topics.

Business Ethics

An understanding of business ethics as it relates to: due diligence, corporation, funding from tax payers, working with the community, and contracting with consultants

Communication

Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers, clients, sponsors, community; and listen well.

Consensus Builder

Able to assist the Board of Directors and the diverse community representatives to reach consensus. Familiar with and able to apply consensus building techniques.

Cooperation/Teamwork

Able to work collaboratively with the Board and a small staff.

Decision Making

Ability to apply sound decision making and problem solving techniques including:

- Understanding the problem and goals clearly, so you can consider a wide variety of alternative courses of action.
- Creating many possible solutions to the problem. You can't use an inventive solution unless it has been thought of.
- Collecting all the conveniently available information about the probable outcome of each course of action. See if there aren't synergistic ways of combining several promising solutions into potent solutions.
- Weighing the pros and cons of each course of action (solution), then deciding on one that you can commit yourself to fully.

Financial Management

Able to manage a budget including developing the budget, monitoring cashflow, expenditures and commitments, and required reporting. Cognisant of fiduciary responsibilities related to the Ontario Corporations Act.

Group process

Ability to facilitate, listen, resolve conflict, build trust, "read" the group.

Influence & Persuasion

Able to convince others in both positive and negative circumstances; use tact when expressing ideas or opinions; present new ideas to authority figures; adapt presentations to suit a particular audience; respond to objections successfully.

Initiative

Able to bring about great results from ordinary circumstances; anticipate and prepare for problems or opportunities in advance; transform leads into productive business outcomes; undertake additional responsibilities and respond to situations as they arise without supervision.

Interpersonal Skills

Ability to meet with and work with diverse groups of stakeholders (staff, board, sponsors, community).

Judgment/Decision Making/Problem Solving

Able to work independently to implement board direction, resolving problems in a timely manner.

Leadership

Ability to inspire and engage others in the Local Board's vision to accomplish objectives and fulfill responsibilities.

Management

Able to assume a role of authority as necessary; advocate new ideas, even when risk is involved; set an example for coworkers; delegate responsibility and empower associates to make decisions; provide constructive feedback to others; and establish control and follow up mechanisms for the organization.

Negotiating

Able to obtain agreement from multiple parties; earn trust while working out a deal; use good timing and carefully calculated strategies when negotiating; communicate high value of services; and identify hidden agendas that might interfere with achieving objectives.

Partnership Development

Able to assess potential partners, establish a common vision, gain commitment, identify and address barriers or obstacles, and sustain the momentum.

Planning & Organization

Able to manage multiple projects and meet deliverable deadlines.

Policy Development

Ability to develop internal policies and procedures, administer the day-to-day operations, and direct the staff's implementation of policy.

Presentation Skills

Ability to make clear and compelling presentations to a variety of audiences including the Board, sponsors, and community groups.

Project Management

Ability to complete a project on time and on budget, keep people informed along the way, and achieve the objectives established for the project.

Problem Solving

Knowledge of and ability to implement problem solving techniques that include defining the problem, understanding the problem and who is involved, identifying options, and selecting the appropriate solution.

Public Relations

Ability to achieve and maintain a positive, visible community image, assuring that the local board is known within the community.

Relationship Building

Able to develop rapport with others and recognize their concerns and feelings; build and maintain long-term associations based on trust and mutual benefit.

Strategic Planning

Able to work with the Board and/or others to develop strategic plans that include agreement on the vision, mission, mandate, goals, and values.

Understanding the System

Able to understand the underlying political dynamics of work; develop a network of contacts and target specific influential people to reach goals; be aware of significant contributing factors to manage change.

Visionary

Able to pursue potential expansion opportunities for the Local Board; champion radically different ideas and be a leader in the marketplace; identify long-term goals and invest appropriate resources as needed; and communicate vision in a way that inspires others.