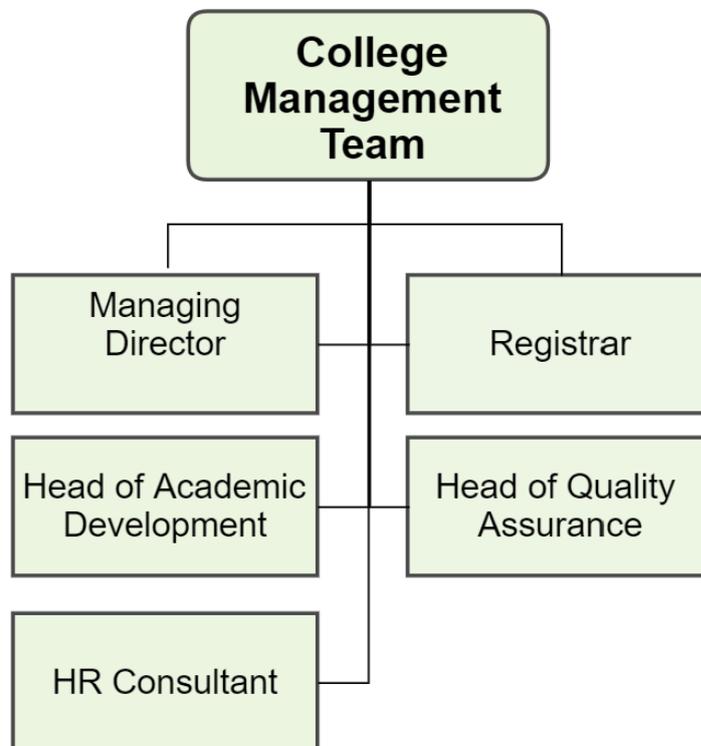


### 3.6 The College Management Team

ICD Business School was incorporated in 2002 as a private company limited by shares (company registration number 358669). The college's senior Management Team comprises:

1. The Company Managing Director
2. The Company Secretary (Registrar).
3. The Head of Quality Assurance
4. The Head of Academic Development
5. HR Consultant



**Figure 3.6:** Management Team Membership

The college Management Team is responsible for:

1. Managing the operations of ICD Business School in a manner which upholds the college's principles of governance and aligns with the strategic priorities identified by Governing Body
2. Recognising the college's overall academic governance is the responsibility of Academic Council, and guaranteeing the independence of Academic Council from undue commercial influence
3. Accounting to Governing Body for the annual performance of the college and recognising the authority of Governing Body regarding all areas ICD's governance
4. Ensuring the financial sustainability of the college and the viability of its educational provision
5. Fulfilling its fiduciary responsibilities to all internal and external stakeholders, with an emphasis on the protection of enrolled learners
6. Approving annual budgets, recruiting staff members, and setting salary scales
7. Keeping the college's statutory registers up to date and filing accurate annual returns and accounts
8. Ongoing monitoring to ensure all programmes are financially viable through monitoring income and expenditure on programmes and filing accurate annual financial accounts
9. Participating in ongoing business case analysis for existing and new programmes, including cost/benefit analysis of continuing existing programmes and proposed new programmes, in conjunction with the Governing Body, and assisting Academic Council and the Programme Development Subcommittee in the preparation of accurate business case analyses for existing and new programmes as requested
10. Ensuring ICD's full operations integrate all legislative and regulatory guidelines including educational quality assurance and regulation (e.g. QQI regulation), health and safety legislation, employment legislation, and finance and taxation legislation
11. Ongoing monitoring of resource requirements for programmes and ensuring resources are allocated effectively (e.g. human resources, financial resources, physical resources, technological resources)
- 12.** Receiving reports and direction from Governing Body on all decisions regarding improving or altering information shared publicly about programmes, ICD's quality assurance procedures and infrastructure, and related activities to ensure information published is clear, accurate, objective, and up to date to ensure compliance with the Qualifications and Quality Assurance (Education and Training) Act (2012, Revised 2014) and to ensure a culture of transparently informing all enrolled learners and prospective learners
- 13.** Taking action on all Governing Body decisions regarding improving or altering information shared publicly about programmes, ICD's quality assurance procedures and infrastructure, and

related activities to ensure information published is clear, accurate, objective, and up to date to ensure compliance with the Qualifications and Quality Assurance (Education and Training) Act (2012, Revised 2014) and to ensure a culture of transparently informing all enrolled learners and prospective learners

14. Ensuring all staff are informed about quality assurance policies, programmes, and changes to programmes, the quality assurance policy, and all organisational decisions
15. Ensuring staff development initiatives are reviewed and resourced
16. Ensuring systematic and ongoing teaching staff performance management and development
17. Ensuring the identification of, and mitigation of, any and all matters that pose risks to ICD as a business, an employer, and as a provider of a high-quality education. This requires the populating of the ICD risk register and reporting same to Governing Body

**ICD Business School's Managing Director** is ultimately responsible for taking managerial decisions and overseeing the business affairs of the college. The Managing Director's role is varied but typically entails managing its day-to-day operations, entering into deals and contracts, executing documents, recruiting and employing staff, and supporting the work of the Governing Body in identifying and managing risk, setting the college's strategy, and planning for its future development. Academic staff recruitment processes specifically use the module descriptor and programme manual staffing requirements criteria (e.g. required candidate's experience, qualifications, and expertise) to assess all candidates for teaching roles. The Managing Director promotes and facilitates all academic staff developing and maintaining relationships with communities of practice in their respective fields. This includes reviewing, and approving as appropriate, any financial or non-financial assistance, which is provided to academic staff to ensure they are encouraged to attend conferences, engage in research seminars, and membership of academic and professional bodies and associations. All staff are encouraged to liaise with the Managing Director and submit requests for assistance in staff development.

The Managing Director also has a responsibility for ensuring that the college is managed ethically and transparently, and that they undertake their work in a manner consistent with their fiduciary duties under Irish law. These include:

18. Acting in good faith and in the interests of the company, its staff members, and its learners

19. Acting honestly and responsibly in relation to the conduct of the affairs of the company
20. Acting in accordance with the company's constitution and exercising his/her powers only for the purposes allowed by law
21. Not using the company's property, information or opportunities for his or her own benefit
22. Avoiding any conflict between the director's duties to the company and the director's other interests
23. Ensuring that the college is fully compliant with all of its legal and regulatory obligations as both a limited company *and* a quality-assured provider of educational programmes
24. Ongoing monitoring to ensure all programmes are financially viable through monitoring income and expenditure on programmes and filing accurate annual financial accounts
25. Participating in ongoing business case analysis for existing and new programmes, including cost/benefit analysis of continuing existing programmes and proposed new programmes, in conjunction with the Governing Body
- 26.** Acting on all Governing Body decisions regarding improving or altering information shared publicly about programmes, ICD's quality assurance procedures and infrastructure, and related activities to ensure information published is clear, accurate, objective, and up to date to ensure compliance with the Qualifications and Quality Assurance (Education and Training) Act (2012, Revised 2014) and to ensure a culture of transparently informing all enrolled learners and prospective learners
- 27.** Ensuring the identification of, and mitigation of, any and all matters that pose risks to ICD as a business, an employer, and as a provider of a high quality education

**The Company Secretary's work entails:**

1. ensuring that the college complies with the law,
2. managing the college's daily administration,
3. keeping the college's statutory registers up to date,
4. with support from the college's accountants, filing annual returns and accounts with the Companies Registration Office (CRO).
5. responsibility for convening the company's AGM
6. keeping minutes of directors' meetings.

**The Role of HR Consultant** is a vitally important role in the ICD Management Team, providing experienced oversight of all matters pertaining to staffing, recruitment, staff performance management, staff performance development, staff contracts, and staff pay/salaries. In coordination with other members of the Management Team, the HR Consultant:

- i. Participates in staff recruitment through the sourcing and selection of suitable candidates
- ii. Participates in the shortlisting of candidates suitable for vacancies
- iii. Participates in staff interviews
- iv. Participates in staff selection processes
- v. Organises training and staff development initiatives to ensure continuous staff development and performance management (for teaching and non-teaching staff)
- vi. Coordinates annual staff performance reviews
- vii. Continuous reviewing of staff contracts and pay/salary scales
- viii. Continuous reviewing and enhancement of staff supports
- ix. Participation in the identification of, and mitigation of, any and all risks pertaining to staffing and the human resources of ICD