

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job title:	Member of Selection Advisory Committee
Division:	Selection Advisory Committee
Reporting to:	General Council

Job description

Purpose of the post:	<ul style="list-style-type: none"> to provide effective selection advice to the RIBI General Council on suitably qualified candidates for the post of RIBI President, RIBI Treasurer and/or the RI Director
Main duties and responsibilities:	<ul style="list-style-type: none"> to understand the relevant professional and legislative requirements for selection and recruitment and to undertake some training/discussion with other panel members on the subject to ensure that RIBI's statutory duties are satisfied in relation to equality to participate as a panel member providing individual assessment to form part of a collective decision to maintain confidentiality before, throughout and following completion of the interview process to act with integrity and in the best interests of the Association to ensure constructive feedback is available to any candidate requesting it (via the Chairman)
General Requirements	<ul style="list-style-type: none"> Professional and reliable participation in the selection advisory role maintaining cabinet responsibility and total confidentiality.

Person Specification		Essential	Desirable
Qualifications			
1.	Past District Governor		✓
2.	Member of District Executive for two year period	✓	
Experience			
3.	Participation in professional recruitment processes	✓	
4.	Interviewing candidates for senior roles	✓	
Knowledge			
5.	Role of Candidate position i.e. RIBI President, RIBI Hon. Treasurer and/or RI Director	✓	
6.	Broad knowledge of Rotary	✓	
7.	Professional recruitment best practice	✓	
Skills			
8.	Ability to make informed decisions	✓	
9.	Commitment to equality and inclusion	✓	
10.	Ability and willingness to follow pre-defined procedure	✓	
11.	Ability to relate to candidates to obtain best understanding of their skills and abilities	✓	
12.	Strong analytical ability		✓
13.	Excellent communication skills	✓	
14.			
Competencies [RIBI competency framework and at what level]			
15.	Interpersonal sensitivity (3)	✓	
16.	Planning and organisation (4)	✓	
17.	Communications (4)	✓	
18.	Judgement and Decision Making (4)	✓	
19.	Influencing (4)	✓	
20.			
21.			