

## INFORMATION PACK

### Chief Executive Officer, South Coast Natural Resource Management Inc.

#### SOUTH COAST NRM BACKGROUND

South Coast NRM leads partnership arrangements for targeted public investment in protecting or improving the condition of natural resources within the South Coast NRM Region of Western Australia. South Coast NRM's vision is one of resilient communities, achieved through its mission statement: *Through leadership in natural resource management, we advance the protection and preservation of natural assets in the South Coast region.*

South Coast NRM began as the South Coast Regional Initiative Planning Team (SCRIPT) in 1994, a grass-roots regional partnership based on broad community consultation and support. It developed into an independent incorporated group that operates as the peak regional body to bring people, organisations and information together and help the community drive sustainable natural resource management with positive social and economic outcomes.

From this initial vision and strong leadership by key community members, a growing membership base dedicated considerable time to developing partnerships and wider community support. This gave governments confidence in SCRIPT as a sound vehicle for NRM investment.

In 2007, a new name was adopted and SCRIPT became South Coast Natural Resource Management Inc. The organisation transitioned from a management committee to a skills-based Board of Management with support from an NRM Committee.

This streamlined governance structure is supported by reference groups based on the theme asset areas of: *Water; Land; Coastal and Marine; Biodiversity; and Cultural Heritage*. All committees and reference groups are comprised of a majority of community members, and are chaired by a community member.

South Coast NRM has continued to grow and expand the capability for planning, co-ordination, administrative and technical ability in the region. This growth and development directly reflects the needs of the region and demonstrates the growth and development in the emerging sector of NRM.

It also reflects the positive impact NRM is having on our community across the region. In addition to providing technical and strategic direction, South Coast NRM has supported community based project officers where a need for a local coordinating body exists and has fostered partnerships with community groups to assist with the management of field based projects.

*Connecting the South Coast*

South Coast NRM has been responsible for facilitating and administering funding to deliver on targets set in *Southern Prospects 2004-2009* and the updated *Southern Prospects 2011-2016*.

South Coast NRM, together with the other five regional NRM groups in Western Australia and 56 regional NRM groups in Australia works in partnership with all tiers of government, regional organisations, industry, landowners, researchers and environmental and community groups.

Please visit the website for more information about the NRM field, our organisation and our projects, [www.southcoastnrm.com.au](http://www.southcoastnrm.com.au)

## **POSITION PROFILE**

This is a rare opportunity to lead an established environmental organisation within an extremely diverse and world renowned landscape. As CEO you will oversee an organisation of approximately 35 employees located across the South Coast region of Western Australia.

Reporting to and working closely with the Board, this dynamic and strategic role will have responsibility for:

- Developing and overseeing the overall vision and strategy for South Coast NRM;
- Leading the management team and staff and overseeing business structures and systems;
- Identifying and developing new business opportunities;
- Strengthening existing and forging new community, corporate and government partnerships and relationships;
- Consulting with key stakeholders and community networks to identify priority projects for funding.

Success in the position will be the result of a strong command of the 5 key responsibility areas of:

1. Business Development and Sources of Funding
2. Communications and Community Engagement
3. Strategy, Governance and Organisational Management
4. Operational Management and Service Delivery
5. Financial and Risk Management

Refer to the position description for a detailed overview of the key responsibilities and duties.

The CEO will function as an Executive Member of the Board of South Coast NRM.

## **LOCATION**

The CEO position is to be based in Albany, Western Australia.

## **KEY QUALITIES**

The successful candidate will possess highly developed communication, relationship building and strategic planning skills. You will be an experienced negotiator able to engage successfully with public, private and community sectors. This skill set will enable you to identify and secure new sources of funding.

As a strong and persuasive communicator, who is comfortable as a media spokesperson, you will be able to clearly articulate key messages and aims and engage with a diverse range of stakeholders.

An experienced manager and inspirational leader you will have the ability to effect change and foster a positive workplace culture. You will be able to demonstrate significant experience in managing people and providing them with the support and guidance they need to be successful.

You will also have experience in overseeing organisational governance and compliance and have an understanding of director's legal duties and responsibilities. You must be able to understand and present complex financial information.

You will have exposure to a project delivery environment with an operational understanding of small and large scale projects and programs.

It would be preferable that you have exposure to NRM, or a similar field, with an understanding of issues facing the communities of the South Coast region of Western Australia. Familiarity with public policy issues in relation to NRM and the South Coast region would be highly advantageous.

#### **TERM**

A three (3) year contract and competitive remuneration package, including a vehicle, will be offered to the successful candidate.

#### **SELECTION PROCESS**

The CEO will be appointed by the Board of South Coast NRM following the recommendation of the CEO Selection Committee. The CEO Selection Committee is a sub-committee of the Board of South Coast NRM. The CEO Selection Committee will review all applications and shortlist the most suitable candidates for interview. The Committee will conduct a multi-stage interview process from which a preferred candidate will be selected and recommended to the Board for appointment.

#### **PREPARING AND LODGING YOUR APPLICATION**

Please enclose the following information with your application:

- Covering letter;
- Curriculum vitae (resume) of no more than 6 pages;
- A separate document addressing the selection criteria as listed in the CEO job description;
- Names and contact details for three (3) employment referees ( contact will only be made with the referees of the preferred candidate and only with their consent)

For all position information including the position description, selection criteria and application process visit [www.southcoastnrm.com.au](http://www.southcoastnrm.com.au) and click on About Us > Vacancies.

**For all queries and additional information please contact South Coast NRM chairman, Alex Campbell, on (08) 9853 2070 or 0427 190 043.**

Privacy notification: South Coast NRM requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the best practice guidelines of the Australian Privacy Commissioner.

Criminal history checks: The successful applicant will be required to undergo a criminal history check prior to the finalising of the selection process.

It is preferable that applications be sent electronically to [CEOapplication@southcoastnrm.com.au](mailto:CEOapplication@southcoastnrm.com.au) . Postal applications will be accepted and these should be mailed to:

Alex Campbell  
Chairman  
South Coast NRM  
39 Mercer Road  
ALBANY WA 6330

#### **CLOSING DATE**

**All applications must be received by no later than 5pm, Friday 9 March 2012. Late applications will not be accepted.**

Applicants will be advised by email and/or letter of the outcome of the selection process. On request, the Chairman of the selection panel will arrange for feedback on the panel's decision.