

CEO JOB DESCRIPTION FORM (2012)

Position Identification

Position Title	Chief Executive Officer
Employment status	Full time role
Contract Agreement	The contract of employment between employer and employee resides within the Western Australian workplace relations regulatory framework and is bound by the Minimum Conditions of Employment Act 1993 (WA), the Superannuation Guarantee (Administration) Act 1992 and the Parental leave and Notice of Termination entitlements required by the National Employment Standards (NES) of the Fair Work Act (2009). The employer has also elected to adopt additional NES entitlements of the Fair Work Act (2009) for the benefit of the employee.
Contract Term	A three (3) year contract of employment will be offered.

Position Relationships

Responsible to	The CEO will report to the Chairman and the Board of Directors of South Coast Natural Resource Management Inc.
This Position	Chief Executive Officer
Departments currently overseen by CEO	Operations department Business Services department Contracts and Monitoring & Evaluation department Specialist roles – Communications & PR Coordinator, Human Resources Coordinator.
Positions currently under direct supervision	6
Total Positions currently employed in the organisation	34
Contacts and stakeholders	Funding Providers - Federal and State Government agencies, their Ministers and representatives. The communities and landowners of the South Coast region.

Background

<p>South Coast Natural Resource Management Inc is the peak regional body for Natural Resource Management (NRM) on the South Coast of Western Australia. The organisation began in 1994 as the South Coast Regional Initiative Planning Team (SCRIPT), a grass-roots regional partnership group based on broad community consultation and support. It developed into an independent incorporated group that brings together people, organisations, funding, resources, and information to drive sustainable natural resource management outcomes. In 2007 a new name and skills-based Board structure were adopted and SCRIPT became South Coast Natural Resource Management Inc. <i>Southern Prospects 2011 – 2016</i> is the key strategy document guiding funding, planning and projects.</p>

The CEO will have the following key responsibilities and duties and to be successful will need to provide strong leadership and communicate a clear vision and strategy:	Estimated % time allocation
--	------------------------------------

<p>1. Business Development and Sources of Funding</p> <p>1.1 Lead business development*, by creating and implementing a business plan to identify and secure new sources of funding; and oversee the scoping and delivery of works.</p> <p>1.2 Maintain and grow established funding programs.</p> <p>1.3 Develop and oversee a strategy with set targets to substantially increase funding from non-government sources.</p> <p>1.4 Identify and allocate financial, physical and human resources within South Coast NRM in order to pursue new funding opportunities from government and non-government sources.</p> <p>1.5 Grow the South Coast NRM paid membership base by overseeing the membership strategy.</p> <p>1.6 Grow the Southern Fund into a leading independent funding source of natural resource management in the South Coast region.</p> <p><i>(* Business Development encompasses all forms of funding and revenue streams, including Government and Non-Government)</i></p>	30%
<p>2. Communications and Community Engagement</p> <p>2.1 Develop and maintain the key stakeholder and community networks, and professional partnerships and relationships to ensure the long-term success of the organisation. This may include taking a leadership role on NRM, corporate or community advisory groups at a regional, state and/or national level.</p> <p>2.2 Promote and represent the role and aspirations of South Coast NRM to stakeholders in the South Coast region, across WA and at national level.</p> <p>2.3 Maintain clear communications with the senior management team and staff through regular communiqués and structured meetings, provide opportunities for upward feedback and lead a positive workplace culture.</p> <p>2.4 In consultation with the Chair of the Board act as the lead executive spokesperson for South Coast NRM in the community and the media.</p> <p>2.5 Develop, grow and promote the brand of South Coast NRM. Working closely with the Communications and PR Coordinator and the Board where necessary, respond promptly to media coverage that impact on South Coast NRM and the natural resource management sector.</p>	25%
<p>3. Strategy, Governance and Organisational Management</p> <p>3.1 Work with the Board to develop and lead the strategic direction of South Coast NRM in alignment with the vision, mission and values of the organisation.</p> <p>3.2 Oversee the management structure and business systems to successfully deliver on the key operational strategic documents, including setting performance targets for departments</p>	20%

<p>and direct reporting staff.</p> <p>3.3 Provide experienced and collaborative leadership and direction for the successful achievement of the South Coast NRM vision.</p> <p>3.4 Report to the South Coast NRM Board and provide the information necessary for Board members to fulfill their constitutional and statutory governance obligations. Support and liaise with Board members and be the link and conduit of information between the Board and the staff.</p> <p>3.5 Ensure the human, financial and physical resources and systems of the organisation are allocated and utilised efficiently and effectively. This may require recommending organizational and governance restructuring, seeking Board approval where required.</p> <p>3.6 Act as the custodian for and oversee the reviews of the core organisational documents including the Constitution, Corporate Plan, Annual Report, Investment Plan, Southern Prospects, and Communications Strategy.</p>	
<p>4. Operational Management and Service Delivery</p> <p>4.1 Oversee the operational framework and operations processes to ensure that they meet contracted project and program requirements.</p> <p>4.2 Implement, manage and review organisational policies.</p> <p>4.3 Effectively manage the human resources of the organisation ensuring there are appropriate employment and organisation policies in place that conform to current laws and best practice standards. Aim for South Coast NRM to become an employer of choice.</p> <p>4.4 Leading by example, you will set the standard for the employees of South Coast NRM in customer and community service; ensuring professionalism, efficiency and quality of service delivery.</p>	15%
<p>5. Financial and Risk Management</p> <p>5.1 Oversee risk management planning, compliance and documentation.</p> <p>5.2 Oversee the financial management, budgeting and auditing processes as performed by the Business Services department. Review and recommend budgets for Board approval and prudently manage the organisations resources within those budget guidelines.</p> <p>5.3 Oversee the organisation’s financial processes and transactions to ensure they are conducted in a transparent manner and that the organisation remains financially viable. Ensure the financial process comply with South Coast NRM policies and procedures, State and Federal laws and regulations.</p>	10%

Selection Criteria

1. Demonstrate a leadership style that displays vision, fosters collaboration and has the ability to inspire and motivate.
2. Excellent interpersonal and communications skills with the ability to work effectively with a diverse range of stakeholders, developing meaningful and effective networks across a variety of organisations from community based groups to high level government institutions.
3. Experience in the leadership and management of over 20 employees, including oversight of strategies and budgets and the allocation of resources.
4. Strongly committed to natural resource management with a substantial background in NRM practice, or similar, with a high level working knowledge of policy and institutional funding arrangements, and proven capacity to deliver on organisational targets.
5. A strong track record of demonstrated success in securing and growing government funding and identifying and sourcing funds and work contracts from non-government sources.
6. Demonstrated experience in collaborative community engagement, facilitating community consultation and building community capacity.
7. Proven capacity to analyse information from a range of sources to identify opportunities and to create high level responses.
8. Current 'C' Class Driver's Licence

Qualifications :

9. Tertiary qualifications in NRM or an alternative relevant field of study or in the absence of suitable tertiary qualifications; then extensive recognised skills and experience relevant to the position will be required.
10. Additional post graduate study in a field of Management, Finance, Accounting, Business or Communications would be advantageous.

Special conditions related to this role

The position of CEO is based in the Albany office of South Coast NRM.

This role will require:

- Periods of work outside normal hours.
- Periods of work outside of the South Coast region.
- Periods of high input demand and tight deadlines.
- Potential for driving long distances.

Note: The occupant of this role will be expected to comply with and demonstrate a positive commitment to all South Coast NRM Inc. policies and procedures.