

POSITION DESCRIPTION: Chief Executive Officer

Position Title	Chief Executive Officer
Location	Level 14, 338 Pitt Street, Sydney
Reports To	NCC Chair and CEO Committee
Hours	Full Time
Contract Term	3 years from July/August 2019
Salary	\$120,000 p.a. (plus superannuation) negotiable, commensurate with skills and experience

We are seeking a strategic and focused Chief Executive Officer capable of making an impact to lead and strengthen our organisation. If you have a talent for inspiring teams to achieve strategic outcomes in a fast-paced, mission-driven environment, and a passion for growing and strengthening the environment movement in NSW, we encourage you to apply.

WHO WE ARE

Nature Conservation Council of NSW (NCC) and the environment groups we represent have been winning protections for nature in NSW for more than 60 years. We have been at the centre of many of the state's iconic conservation battles and have notched up countless achievements for nature and local communities.

Today, we work to clean up the state's dirty electricity system, end unsustainable tree-clearing on farms and in our forests, protect biodiversity, bring our rivers and coastal wetlands back to health, give marine life in our coastal waters the protection it deserves, and provide leadership on fire policy, education and ecology.

We use a systematic, solutions-based approach to campaigning that is founded on research, with the aim of building the enduring community power we need to win.

You can find more information about our work as the voice for nature in NSW at www.nature.org.au.

WHO YOU ARE

You are a strategic, focused, authentic and impactful leader. You develop strong, supportive, trusting and effective working relationships with key stakeholders – employees, board members, supporters, major donors,

government ministers, MPs, advisors, and media. You have exceptional communication skills and are a confident and competent spokesperson and figurehead in public policy debates – speaking to media, large groups, decision makers, and philanthropists.

You understand advocacy organisations drive change and the importance of fundraising to enable this work. You work with integrity and pride and maintain a harmonious team culture driven by a desire to succeed.

WE VALUE DIVERSITY

We are an equal opportunity employer. We believe we are more effective when our team is made up of people with diverse backgrounds and experiences. We are committed to building on the perspectives, talent, experience, knowledge and skills that diversity brings to our organisation.

We are committed to diversity and inclusion and strongly encourage people of all cultures, genders, abilities, and experiences to apply.

ABOUT THE POSITION

This is the lead role in the NSW environment movement with potential to substantially enhance protections for nature and action for a safe climate. As Chief Executive Officer you will passionately and strategically lead our organisation while growing our influence and effectiveness to achieve outcomes.

The CEO provides visionary leadership to ensure the successful delivery of NCC's strategic objectives and influence policies and practices that protect nature, take action on climate and drive towards a sustainable society.

Reporting to the NCC Executive Board, the CEO holds overall responsibility for NCC's financial viability, its general management, political independence, stakeholder and media relations, corporate governance, risk management, fundraising, campaigning capability, and the overall continuity and development of the organisation.

Your key responsibilities include, but are not limited to:

1. PROVIDE STRATEGIC LEADERSHIP

- a) Provide strategic leadership and develop a Strategic Plan that aligns with NCC's purpose, vision, and goals; and
- b) Demonstrate and reinforce values and behaviours that inspire commitment and action for NCC's goal.

2. GROW OUR POWER AND INFLUENCE

- a) Generate strategies to achieve community engagement with, and support for, NCC's transformative vision and policy agenda;

- b) Develop strong, purpose-driven partnerships and networks in support of NCC's transformative vision and policy agenda;
- c) Develop and maintain relationships with the Board, donors, member groups, local and state government representatives, corporates and NGOs to generate income and drive change.

3. MAINTAIN STRATEGIC PARTNERSHIPS AND STAKEHOLDER ENGAGEMENT

- a) Initiate, develop and maintain effective relationships with government, civil society and business leaders;
- b) Build and foster effective collaborations and strategic alliances across environmental organisations, broader civil society, and business to learn, build power and achieve goals.

4. EFFECTIVELY REPRESENT NCC

- a) Provide effective representation of NCC to decision makers, stakeholders and the community;
- b) Maintain strong, positive and effective media relations as the lead media spokesperson for NCC.

5. ENSURE EFFECTIVE ORGANISATIONAL MANAGEMENT

- a) Translate NCC's Strategic Plan into operational plans and ensure key objectives are tracked and met;
- b) Oversee organisational budget and ensure NCC maintains financial viability;
- c) Ensure operational policies are in place and implemented ensuring compliance with all regulations, guidelines and laws;
- d) Advise and keep the Board informed on all governance, HR, performance, risk and other related matters, and attend/participate in appropriate Board and subcommittee meetings as required;
- e) Report to the Executive Board on NCC's performance, activities and issues in a systematic and timely fashion and ensure all decisions of the Executive Board are carried out faithfully;
- f) Ensure the annual conference of member groups is convened for the purpose of developing policy and sharing views.

6. MANAGE PEOPLE AND CULTURE

- a) Lead and maintain an organisational culture that fosters NCC values of learning, innovation, commitment, collaboration and excellence;
- b) Ensure NCC recruits, develops and retains talented staff; creates a positive, productive and inclusive work environment; and ensure staff behaviour reflects NCC's values;
- c) Maintain a performance culture with strong cross-organisational collaboration and active contribution of ideas;
- d) Respect First Nations Peoples and their cultures.

7. DRIVE EFFECTIVE FUNDRAISING

- a) Provide leadership for effective fundraising and persistent fundraising growth; and
- b) Build and maintain productive relationships with philanthropic trusts, major donors and individuals to generate donations, grants, bequests and attract supporters.

SELECTION CRITERIA

We encourage you to apply even if you do not meet all the criteria listed below. Please indicate how your talent, skills and experience may be applied to meet the objectives of this role.

Talent & Capabilities:

- Strong people management skills including the ability to develop, encourage and nurture strong, constructive, collaborative relationships/teams that are both diverse and dispersed;
- Ability to maintain an encouraging and empowering environment that inspires creativity, innovation and active contribution of ideas;
- High-level organisational, written and verbal communication capabilities and a special talent for public speaking;
- Strong strategic thinking and ability to develop, implement, achieve and measure strategic objectives and to develop and nurture productive strategic alliances;
- An understanding of the importance and characteristics of successful fundraising and philanthropy and demonstrated ability to secure, develop and nurture long-term funding relationships with a variety of supporters and partners;
- A good understanding of political decision making.

Skills & Experience:

- High-level interpersonal skills and comfort working effectively with senior leaders of government, business and internal committees and members in a membership-based organisation;
- Excellent advocacy and influencing skills with proven experience in capacity building among constituent organisations;
- Experience efficiently and effectively managing the operational and financial outcomes of an organisation or a department, including experience developing and managing budgets and analysing and managing various forms of risk;
- Demonstrated ability and experience developing, articulating and successfully implementing compelling campaign strategies; and
- High-level representational skills, including experience dealing with media.

Extra Points for:

- Formal qualifications in environmental studies, environmental law or a related field;
- A passion for and an appreciation of environmental issues and their complex inter-relationship with social and economic forces;
- Familiarity with environmental organisations and environmental policies in NSW and Australia; and
- An understanding of digital campaigning and innovative ways to create change.

BENEFITS

We value our people and recognise their individual needs. Some of the many benefits of being part of our organisation are:

- Flexible work arrangements
- Access to long service leave accruals after five years
- Salary sacrifice arrangements
- Cultural leave

FURTHER INFORMATION & EMPLOYMENT SPECIFICATIONS

- NCC has a turnover of about \$2.5 million a year;
- We currently have 27 staff (18 FTE) working in Sydney and regionally;
- We operate under the federal Social, Community, Home Care and Disability Services Industry Award (SCHCADS) and this position is classified as Level 8.1 under that award;
- The contract term will be for an initial 12 months followed by a further two years upon satisfactory completion of the first annual review;
- After-hours and weekend work will be regularly required, as well as regional travel;
- Applicants must have a legal right to work in Australia;
- The preferred start for this position is July 2019.

HOW TO APPLY

First preference:

Apply via Employment Office by [clicking here](#).

Second preference:

Alternatively, you can email the following documents to our Chairperson, Prof. Don White at don.white.ncc@gmail.com:

1. A complete and current **curriculum vitae**
2. A cover letter outlining your interest and suitability for the role and **addressing all the selection criteria**, no more than four pages long. Please include information that clearly demonstrates how you meet the criteria and let us know how you found out about this vacant position.

NOTE: Candidates will be assessed and interviewed on a rolling basis until the position is filled so we encourage you to submit your application at your earliest opportunity.

For more information on the role, contact:

Prof. Don White
Chairperson
0410 667 282

don.white.ncc@gmail.com