

# Green Building Council of Australia

**CONFIDENTIAL**

**Chief Executive Officer Position Description**

**January 2019**



green building council australia



# Position Description: Chief Executive Officer

<b>Reports to</b>	The Board of Directors <a href="#">Link to GBCA Board Directors</a>
<b>Location</b>	Sydney
<b>Purpose of the role</b>	The CEO has overall responsibility for the development of the strategy of the organisation and the effective implementation of this strategy as approved by the Board. As such, the CEO has responsibility for the day-to-day operations of the company and achieving the company's goals.
<b>Key responsibilities</b>	<ol style="list-style-type: none"> <li>1. Build organisational capability, lead a high performing team and champion the organisation's culture by living and communicating the company's values</li> <li>2. Ensure that a robust company strategy is developed, regularly reviewed by management, discussed and approved by the Board and communicated, as appropriate, within the company and with external stakeholders</li> <li>3. Take overall responsibility for implementing the agreed strategy which includes a focus on reducing the built environment's carbon footprint</li> <li>4. Monitor the operating environment and adjust business strategies and activities accordingly</li> <li>5. Employ an ongoing approach to innovation to deliver constant refinement and improvement in GBCA products, services and engagement processes</li> <li>6. Ensure GBCA maintains a strong policy and advocacy position and is a key influencer on policy across all levels of Government and activities across commerce and industry</li> <li>7. Act as spokesperson for GBCA, engage with members and partner organisations, as well as government, community, media and other stakeholders to further the company's goals.</li> <li>8. Drive the organization to achieve its financial and non-financial objectives.</li> <li>9. Review on a regular basis and hold accountable the CEO's direct reports for the performance of all divisions of the company in accordance with the corporate, business, project and other plans.</li> <li>10. Ensure, in conjunction with the Chairman and Company Secretary, that the Board has the information, policies and resources to allow it to implement best practice governance on behalf of members and other stakeholders.</li> <li>11. Lead, coach and develop the executive management team by setting clear expectations,</li> </ol>

	<p>regular communication, treating one another with respect and ensuring a positive, safe working environment.</p> <p>12. Implement appropriate succession planning for the executive management team and in conjunction with the Board, the CEO position.</p>
<b>Experience required</b>	<ul style="list-style-type: none"> <li>• Experience in organisation of similar complexity managing a variety of stakeholders</li> <li>• Ability to inspire, influence and galvanise is essential</li> <li>• Leader and driver of organisational culture</li> <li>• Demonstrated ability to achieve mission and specific board objectives</li> <li>• Leadership/management experience as a CEO or Director of a large business unit</li> <li>• Experience leading membership organisation highly regarded but not essential</li> <li>• Strategic and operational in focus – needs to get the job done and oversee a team while being aware of changes to the operating environment</li> <li>• Experience in reporting to a board highly regarded</li> <li>• Experience with government and influencing policy highly regarded</li> <li>• Strong public profile or demonstrate an ability to build a public profile based on integrity and professional excellence</li> </ul>
<b>Skills and knowledge required</b>	<ul style="list-style-type: none"> <li>• Technical property, building performance and accreditation knowledge</li> <li>• Strategic capability and mindset</li> <li>• Anticipate and manage trends and change</li> <li>• Commercial acumen in order to remain resilient and relevant</li> <li>• Business management and development skills</li> <li>• Policy capability navigating system and influencing outcomes</li> <li>• Relationship building and strong ability to leverage relationships</li> <li>• Knowledge in property, sustainability, construction highly regarded.</li> </ul>
<b>Key behaviours and attributes</b>	<ul style="list-style-type: none"> <li>• Strong affinity with GBCA mission, values, vision</li> <li>• Visionary and able to delegate and empower and set people up for success</li> <li>• Be honest, tell the truth, demonstrate integrity</li> </ul>

	<ul style="list-style-type: none"> <li>• Decisiveness and sound judgement</li> <li>• Energy and results focus; drives performance</li> <li>• Able to make tough decisions; courage</li> <li>• Resilient</li> <li>• Inclusive leadership; fosters teamwork; builds talent</li> <li>• Good influencing/negotiating/presentation skills</li> <li>• Strong interpersonal skills; relates comfortably</li> <li>• Innovative thinker</li> <li>• Outcomes focused</li> </ul>
<b>Qualifications</b>	<p>Degree qualified as a minimum; experience in the built environment or sustainability would be highly regarded, but not essential</p> <p>Business relevant qualifications also highly regarded</p>
<b>Other relevant information</b>	<p><b>Delegation of Authority:</b></p> <p>The CEO is responsible for understanding and complying with the Delegation of Authority (DofA) policy set by the Board for the CEO. All matters not explicitly delegated to the CEO through the DofA policy, other Board policies and the budget process and related financial policies must be referred to the Board for decision. The CEO may delegate to other managers in accordance with the DofA policy.</p>
	<p><b>Travel requirements:</b></p> <p>Interstate and occasional international travel required</p>
	<p><b>Out of hours work:</b></p> <p>Attendance at evening meetings and evening events for industry, community and government are an essential part of the role</p>