



Position Description

Position Title:	Chief Executive Officer
Location:	Melbourne
Capacity:	Full-time
Reports to:	The Board of Directors
Direct reports:	4

Background

The Carbon Market Institute (CMI) is dedicated to helping business seize opportunities in rapidly evolving carbon markets. Independent and non-partisan, it is the peak industry body for climate change and business.

The CMI believes that market based solutions are the most efficient policy mechanism to address the challenge of climate change. The organisation shares knowledge and facilitates connections between business, policy makers and thought leaders to drive the evolution of carbon markets towards a significant and positive impact on climate change.

Engaging leaders, shaping policy and driving action, the CMI is focused on connecting insights and catalysing opportunities in the transition to a low carbon economy.

Vision

A low-carbon world where a national and internationally linked market-based approach to emissions reduction helps Australian companies capitalise on economic opportunities.

CMI Mission

To drive the evolution of carbon markets and market-based solutions to have a significant and positive impact on addressing climate change. The CMI is committed to:

- Being an impartial and independent voice on market- based climate policy and industry views.
- Developing realistic and long-term carbon market solutions in conjunction with business leaders and policy makers.
- Aligning, connecting and informing today's decision makers and educating tomorrow's leaders.
- Researching and analysing the impact of global carbon market developments on Australian business.
- Providing insights on global market trends and bringing international expertise to Australian business.
- Working with the government of the day to develop and implement effective market-based climate policy.

Position Purpose

The Chief Executive Officer is an inspirational, influential leader responsible for the design and delivery of the vision, strategy and programs of the Carbon Market Institute. This includes managing key and critical relationships with all sides of Government, new and existing members and other key stakeholders. The CEO is responsible for careful but creative growth, underpinned by solid governance, leadership, financial and operational capabilities. Key duties and responsibilities include, but are not limited to the following:

Key Accountabilities

Strategy, Planning and Operations

- Collaborate with the board to define and articulate the organisation's vision and to develop a strategy for achieving that vision
- Develop a business plan that supports the strategic direction set by the board and correlates with annual operating budgets; submission of business plan and any required annual plans to the board for approval
- Support and lead the organisation into a dynamic period of sustainable financial growth by identifying and implementing new strategic profitable initiatives and funding opportunities and strategies for ensuring the long-term financial viability of the organisation, including:
 - Prudent management of the organisation's resources within budget guidelines
 - Provision of prompt, thorough, and accurate information to keep the board appropriately informed of the organisation's financial position
- Manage the operations of the organisation and ensure compliance with legal and regulatory requirements
- Lead the organisation's strategic programs to achieve its mission, ensuring strategic alignment and maximising the use of energy and investment

People and Culture

- Lead and develop the culture of the organisation to ensure the high performance of a cohesive team that is both innovative and accountable, building a high level of credibility in the sector and beyond
- Provide leadership to the team and manage the people and cultural resources of the organisation, including hiring, managing and developing team members
- Set KPIs and performance reviews for the team in accordance with strategic priorities
- Develop and maintain people and culture policies and procedures that fully conform to current laws and regulations

Communications and Stakeholder Relationships

- Serve as the primary spokesperson and representative for the organisation
- Lead CMI advocacy activities including maintaining and developing relationships with relevant Government departments, with parliamentarians and other significant decision-makers
- Ensure that the organisation and its mission, projects, programs, and services are consistently presented in a strong, positive way to all relevant stakeholders
- Actively advocate for the organisation, its vision, beliefs, and programmatic efforts

- Act as a liaison between the organisation and the member base, government and business and build relationships with relevant peer organisations
- Continue to build the stakeholder base that supports the work of the organisation, seeking greater collaboration and engagement towards shared goals
- Continue to build and engage the support community of the organisation as they invest their time and money in helping to achieve the organisation's mission
- Oversee development and delivery of all communications, marketing and publicity materials (including, for example, member communications, media materials and marketing collateral)

Programmatic Effectiveness

- Oversee the design, delivery, and quality of programs, projects and contracted services to support the strategy and business plan
- Manage successful delivery of key organisational events, conferences and workshops, as required
- Oversee the delivery and growth of the Australasian Emissions Reduction Summit – the largest climate change event in Australia
- Stay abreast of current trends related to the organisation's programs, projects and services and anticipate future trends likely to have an impact on its work
- Analyse and measure the success and impact of the organisation's program efforts; refine or change programs in response to that information

Financial Sustainability

- Utilise existing and new networks to grow revenue and profitability
- Develop a financially sustainable business plan consistent with the Board's strategy
- Develop and manage a risk management plan for the organisation

Governance

- Manage the affairs of the CMI in accordance with agreed objectives and policies.
- Build the organisation with appropriate regard to corporate, structural and governance standards.

Key Stakeholders

- Board of Directors
- Board Sub Committees
- CMI Members
- Partners
- Researchers and the carbon market community
- Government Bodies and Regulators
- Auditors
- Parliamentary Ministers and representatives

Specialist requirements

Qualifications

- Relevant tertiary qualifications
- Extensive knowledge of public policy and advocacy experience, ideally in the climate change / carbon market environment
- Experience in member-based organisations
- Organisation / people leadership and management at a senior level
- Senior executive experience in media, government ministerial and business relations
- Business acumen, including strategic planning and financial management
- Track record in leading transformational and policy change

Experience, Knowledge and Skills

- Sound accounting, financial control and reporting skills; anticipates financial challenges and works with others to identify sustainable solutions
- Commercial experience with strong business acumen and strategic /operational planning skills
- Strong and credible interpersonal skills with the ability to build and lead a high quality, team and work with CMI stakeholders to build a strong and engaged community
- Ability to create and communicate an inspiring vision that supports the industry and helps to influence and engage business and government leaders and policy makers
- A highly-developed ability to communicate key messages succinctly and clearly, both verbally and in writing, including skills in media engagement
- Ability to anticipate trends impacting the carbon market, assess the impact and identify appropriate responses
- Focuses on long-term sustainability
- Understands fully the resources required for the organisation's operational purposes