

# Chief Executive Officer

## Position Overview

### About CareerTrackers Indigenous Internship Program

Established in 2009, CareerTrackers Indigenous Internship Program (CareerTrackers), is an innovative social enterprise, leading professional Indigenous employment programs in Australia. The organisation creates multi-year internships and private sector employment opportunities for Aboriginal and Torres Strait Islander university students and has provided more than 3000 students with internships and employment opportunities. CareerTrackers continues to work with 37 universities and 108 corporate partners nationally and represents a generation of Indigenous professionals who will change the landscape, not only of corporate Australia, but of the wider Australian society. By 2020 CareerTrackers will have over 1000 Alumni; a generation of Indigenous professionals who are shining a light on Indigenous advantage – not disadvantage.

CareerTrackers provides interns and their sponsoring organisations with year-round support to prepare students for success in three areas: academic, professional life and community.

As a public company limited by guarantee, CareerTrackers' key purpose is to:

- increase and enhance the access of Indigenous Australians to the corporate sector
- provide opportunities for career development within business and industry for Indigenous Australians
- provide Indigenous Australian students interested in pursuing a career in business and industry with training, infrastructure and mentoring
- nurture and leverage the organisation's Alumni
- provide opportunities for fellowship, and the development of acquaintance and social interaction amongst Indigenous students
- alleviate the need for, and directly reduce reliance on welfare by Indigenous Australians
- engage with sponsoring corporates to promote support for, and enhancement of, the objectives of the company
- promote a future network of Indigenous business leaders

The underpinning philosophy at CareerTrackers is “*Students at the Core*”, meaning every decision made in the delivery of the program focuses on the benefit to students. With this approach, CareerTrackers has proudly built a community of interns and Alumni that has had a positive impact on thousands of Aboriginal and Torres Strait Islander households across Australia. Now in its 10th year, the success of the program has been recognised by employers, governments and, most importantly, Indigenous communities throughout Australia, evidenced by:

- 89% of CareerTrackers students graduate from university
- 95% of students are in full-time employment within 3 months of graduating
- 100% of CareerTrackers are employed as professionals
- 68% of CareerTrackers Alumni were rated in the top performance category during their last workplace evaluation
- Around 46% of CareerTrackers students are the first in their families to attend university, so this support is crucial to their success.
- By 2020, it is estimated that CareerTrackers' Alumni community will be made up of 1,073 highly educated Indigenous professionals.
- Signed commitment by 22 of corporate Australia's top companies to 10-year partnerships to ensure the employment pathway of indigenous students.

The organisation is made up of 35 dynamic, committed team members, located in 3 offices, working across all Australian states and territories.

### **Primary purpose of the role**

Building on the strong reputation and success of the former CEO and Founder, the primary purpose of the Chief Executive Officer (CEO) is to create an environment that enables the CareerTrackers team, students and Alumni to continue to flourish and grow and deliver strong impact for all stakeholders.

In this role, the CEO is responsible for:

- Developing and implementing the organisation's strategic plan to support the next chapter of the organisation, post founder
- Ensuring the organisation is operationally robust to support projected growth
- Inspiring and leading a high performing and accountable team and promoting a culture and environment aligned with organisational values
- Growing CareerTrackers' impact and profile
- Increasing stakeholder and partner confidence in CareerTrackers
- Ensuring the organisation is strong financially to ensure it delivers on its social impact imperatives

Key to this role will be a focus on ensuring that a steady and growing pipeline of talented interns are acquired and retained to match corporate partners.

### **Key Responsibilities**

#### **Strategic planning**

- In consultation with the Board, develop, implement and review the strategic plan and develop and implement operational business plans and policies to ensure financial and operational performance objectives are met.
- Lead the organisation through a period of growth in terms of size, scale and impact.

#### **Operational**

- Ensure the organisation has systems, processes and technology in place to underpin its overarching strategy.
- Ensure overarching management of all functions within the organisation (including HR, IT, Finance, Marketing etc) to achieve operational excellence.
- Effectively manage operational and reputational risk and ensure CareerTrackers is fulfilling its regulatory, statutory and legal obligations.
- Manage the overall performance of CareerTrackers and monitor performance against objectives.
- Facilitate and manage effective communications between students and advisers, to ensure two-way dialogue and sharing of materials and resources.

#### **Leadership, team culture and communication**

- Oversee CareerTrackers' talent acquisition and retention programs, ensuring a constant and increasing talent flow to match corporate partners.
- Build organisational capability and lead a high performing team.
- Provide clear leadership, direction and inspiration to motivate the team, Alumni, students and corporate partners.
- Exhibit and promote values that foster a culture of human connections and empathy, coupled with tough mindedness, energy and passion, accountability and a solution-focused mindset.

- Leverage and galvanise key relationships with government and the corporate sector (including boards, CEOs, senior executives), Alumni, students, families, community and other stakeholders; delivering a framework for high quality partnerships.
- Be the public face of CareerTrackers and continue building the organisation's reputation across the broader community through high impact public speaking.
- Build the profile of CareerTrackers and be recognised as a professional leader:
  - Manage and develop the communication plan, publications, media/internet exposure and public relations initiatives to build the profile of the organisation.
  - Be an active contributor to seminars, forums, or conferences that raise the profile of CareerTrackers and contribute to the understanding and promotion of indigenous talent and career pathways.

### **External reputation building and stakeholder management**

- Network widely to build and identify new strategic relationships with potential partners and supporters.
- Engage and motivate millennials (staff and students).

### **Financial sustainability**

- Develop a financially sustainable business plan consistent with the Board's strategy.
- Utilise existing and new networks to grow revenue and profitability.
- Establish a diversified funding strategy including, but not limited to corporate partners and third-party contracts.
- Provide leadership in developing funding targets and plans with staff and the Board of Directors.

### **Governance and risk management**

- Ensure effective protection of the safety and wellbeing of students, staff, the organisation's long-term viability and its assets.
- Develop an effective risk management framework that will ensure risks are aligned with the Board's risk appetite.
- Put in place supporting policy, plans, systems and processes.
- Monitor and report on risks to assist the Board's oversight.

### **Working with the Board**

- Work closely with the Board to further CareerTrackers goals and broaden its support base.
- Report to the Board on the organisation's overall operation, vision, mission and organisational goals and keep them informed of all critical events and issues.
- Support the Chair in ensuring the continued engagement and involvement of other Board members.
- Leverage relationships with, and networks of the Board and the wider network.
- Report on the progress of the organisation on all matters relevant to the delivery of responsibilities at Board meetings, including updates on general operations, presentation of management and financial accounts and exceptions, and opportunities, trends etc.

### **Skills and experience**

- Demonstrated understanding and awareness of Aboriginal and Torres Strait Islander cultures and the ability to communicate effectively and build relationships with Aboriginal and Torres Strait Islander peoples.
- Strong general knowledge of different careers and organisational structures/design within the government and private sectors.
- Strong commercial orientation, financial acumen and deep understanding of modern management techniques, with good governance experience.

- Seasoned leader with demonstrated C-suite relationship management skills, with the ability to command respect, engage and build trusted relationships and partnerships across the corporate, government, and non-profit sectors.
- Familiarity with the business sector and the ability to see and convey indigenous career pathways from the business perspective, secure business-leader participation and support executives to act.
- Highly-developed communicator who has built organisational brand profile, relationships and partnerships able to inspire new and existing stakeholders around a clear strategic vision and promote the organisation and programs effectively in the media.
- Proven ability to engage and motivate millennials (staff and students), including managing talent acquisition and retention programs.
- The entrepreneurial spirit, capacity and resourcefulness to build on a social enterprise's success with appropriate regard to corporate, financial, structural and governance standards.
- The ability to build and manage a high-quality team, as well as to work with outside partners, to continue to build an organisation that can "box above its weight" in achieving increased representation of Indigenous Australians in professional and private sector employment.
- Knowledge transfer mindset to assist CareerTrackers and other relevant organisations internationally.

## Qualifications

- Degree qualified as a minimum.
- Formal management qualifications/training, highly desirable.
- The successful candidate will ideally have leadership experience in the social purpose, business and/or professional development fields, preferably with some background or experience in a highly fluid growth organisation.
- A proven ability to engage and relate to business leaders effectively is critical.
- The successful candidate will ideally have formal qualifications in a relevant discipline, at least 15 years of leadership and senior executive experience as well as a track record in building high-performing teams.

This position is open to applicants who have unrestricted work rights in Australia for the duration of the fixed-term appointment. Aboriginal Australians and Torres Strait Islander people are encouraged to apply.

### **A word about the Founder: Michael Combs**

*After ten successful years Founder, Michael Combs is stepping down from his role as CEO of both CareerTrackers and CareerSeekers. The 10-year milestone has created a natural opportunity for Michael to consider the next positive chapter of both organisations at different stages in their evolution. The Board of each organisation have appointed People for Purpose to assist with the appointment of 2 separate CEO's – a CEO for CareerTrackers and a CEO for CareerSeekers.*

*Michael is committed to staying for as long as necessary to successfully identify and transition in a new CEO and will always have a special role to play as the founder of an organisation that has changed the lives of thousands of Indigenous Australians. Michael has no plans beyond the successful transition of a new CEO into both CareerTrackers and CareerSeekers and once those transitions are complete will play no formal role within either organisation but will forever support the work of both organisations appropriately and affectionately.*