



Position Description

Position Title: Chief Executive Officer
Reports to: ABiA Board
Location: Melbourne
Capacity: Full-time or Part-time

Background

The Autism Behavioural Intervention Association (ABiA) is a small, but very successful not-for-profit / registered charity (social enterprise) representing individuals and families living with autism. For more than 25 years, the ABiA has pioneered face-to-face and on-line training services based on contemporary evidence-based practices for supporting people on the autism spectrum. Annually, the organisation trains more than 700 people across the country who support multiple children and families, work with individuals in family homes, child-care centres, at schools, in clinics, and/or in community settings. Training is offered face-to-face and online via livestreaming or e-learning.

The new CEO will inherit a strong base. ABiA's current revenues are in excess of \$300,000 per annum (Sept 2020) and the Board is strong and energetic, with deep experience in the sector.

Role purpose

ABiA is at a critical time of its evolution. The Chief Executive Officer (CEO) will write a new chapter for the organisation, leading ABiA's forward strategy and implementation plan to drive profile, impact and profitability for the benefit of people on the autism spectrum.

The CEO is accountable to the Board and will be responsible for the effective implementation and achievement of the organisation's strategic and business plans; ensuring such plans provide financial sustainability well into the future. The CEO will be responsible for building operations and culture to underpin this growth whilst developing and sustaining critical relationships with key internal and external stakeholders.

Key to success will be:

- The implementation of a robust and visionary strategic plan, leveraging real and potential opportunities to grow online training.
- A commitment to ensuring ABiA is positioned as the peak body for Autism and Applied Behaviour Analysis
- The ability to inspire a small team, a committed board and a wide variety of stakeholders
- Ensuring ABiA as a strong voice and advocate for the needs of people with autism

CEO Position Responsibilities

1. Strategic planning

- Provide visionary direction and leadership to all internal and external stakeholders in the implementation of ABiA's mission and objectives.
- Provide high quality strategic advice to the Board on growing the ABiA's brand, advocacy and digital training services.
- In consultation with the Board, take responsibility for the development and implementation of business plans and policies to ensure financial and operational performance objectives are met.
- Support and lead the ABiA's financial growth and sustainability by identifying and implementing new strategic initiatives and funding opportunities.
- 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.

2. External stakeholder engagement

- Develop and foster strong strategic relationships with a range of stakeholders including senior government ministers, parliamentarians and officials, public policy academics and senior industry figures.
- Ensure ABiA is well represented with the NDIA and among relevant disability service providers and peak bodies.
- Ensure a collaborative approach is taken by ABiA with all relevant stakeholders and stakeholder groups.
- Develop strategies and policy positions that advance advocacy and improve the options available to people on the autism spectrum.
- Promote and enhance ABiA's reputation and brand amongst its external stakeholders and act as spokesperson at events.

3. Organisational management

- Take responsibility for the effective operation of ABiA.
- Take responsibility for the preparation of annual budgets, forecasts and financial reports, with the support of the team, for presentation to the Board on organisational performance.
- Provide clear leadership and direction and act as a source of inspiration and motivation to employees, the wider team and community partners.
- Foster a collaborative culture of accountability and responsibility through a process of performance measures, continuous performance objectives and development review of employees, management systems and processes.
- Drive a positive, high-performance organisation in all aspects of service delivery and commercial enterprise.
- Oversee effective internal communication processes with staff and stakeholders.
- Oversee the brand, marketing, events, communications and public relations plan.

4. Financial Sustainability

- Develop a financially sustainable business plan consistent with the Board's strategy.
- Develop and manage a risk management plan for the organisation.
- Prepare the annual operational plan and budget approved by the Board each year and implement sound, transparent budget planning, preparation, documentation and reporting.
- Ensure policies, systems and processes are in place and which ensure ABiA's finances and assets are managed efficiently, effectively and ensure integrity.
- Ensure a solid understanding of the trusts & foundations / grant making process to secure relevant and appropriate short and long term funding.

5. Governance

- Manage ABiA's affairs in accordance with agreed objectives and policies.
- Build the organisation with appropriate regard to corporate, structural and governance standards.
- Audit all function areas within the organisation to ensure they are run efficiently, effectively and collaboratively to enable the organisation to deliver on its mission and reach ABiA's strategic aims.
- Effectively manage ABiA's operational and reputational risk.

6. Working with the Board

- 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 community.
- 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 Knowledge and Expertise

- Demonstrated high level leadership skills, with the ability to inspire and grow a successful team.
- Solid leadership experience in running a not for profit or social enterprise.
- Experience skills, aptitude, mindset and resilience to turn a small successful business into a much larger one.
- Strong interpersonal skills with the ability to build and lead a small team and work with ABiA stakeholders to build a strong and engaged community.
- Public advocacy skills, capability and experience in presenting in public and industry forums, the ability to engage confidently with senior government ministers, parliamentarians and officials, public policy academics and senior industry figures.

- Business strategy or public policy skills, the demonstrated ability to develop strategies and policy positions that advance advocacy and improve the options available to people on the autism spectrum.
- Demonstrated commercial or business management skills, including the skills to build and expand an increasingly digital business and digital marketing skills or experience.
- Experience in the grant application and acquittal process.
- Familiarity running a social services business, specifically within an NDIS context, is desirable.

Personal Attributes

- Seeks a new challenge and keen to pursue the opportunity to help change people's lives for the better.
- Enjoys being out in front, is prepared to advocate passionately in support of people on the autism spectrum.
- Has an engaging leadership style, with good listening and influencing skills.
- Is a self-starter, with an ability to set an agenda and to execute it with energy.
- Possesses sound commercial and people skills, and the ability to manage and direct a small team.
- Has strong stakeholder and relationship building skills and a natural empathy with the client and advocacy base.

QUALIFICATIONS

- Relevant formal academic qualifications