

## Position Description

### 1. Job Title: Chief Executive Officer

2. **Job Purpose:** This position is responsible and accountable for developing and achieving the Community Resources strategic plan in conjunction with the Board, continually strengthening the organisational structure and culture of CR, building the reputation and profile of Community Resources in the waste and for purpose sector, managing the external and internal operations of Community Resources, and providing consistent high-level advice to the Board on operations, policy and planning.

### 3. Duty Statement

#### 3.1 *Mission and Strategy*

- The CEO
  - Works with integrity, delivering on mission and strategy, demonstrates impact and achieves planned financial and operational outcomes against budget and other performance measures
  - Collaboratively and respectfully manages a team of senior managers in pursuit of company objectives
  - Demonstrates a commitment to workplace diversity, inclusion, development and recognition.
  - Provides culturally safe workplaces that exemplify Community Resources commitment to Aboriginal and Torres Strait Islanders and self-determination
  - Develops measures of success for consideration and approval by the Board and regularly evaluates and reports the organisation's performance to the Board, based on the Board's commitment to achieving positive social and environmental outcomes, underpinned by financial sustainability in an appropriately risk-managed environment
  - Maintains an awareness of the internal and external competitive landscape to identify new opportunities and/or risks which may impact the achievement of strategic objectives

#### 3.2 *Financial, Resource and Risk management*

- The CEO
  - Is responsible for developing and maintaining sound financial systems, practices and policies including an appropriate internal control environment to mitigate

financial risks and exposures, within the parameters established and approved by the Board

- Works with Senior Managers preparing an annual operating and CAPEX budget for Board approval
- Prudently manages Community Resources financial resources within budget allocations, working capital parameters and liquidity guidelines approved by the Board
- Is responsible for inculcating a risk culture in the organisation, and managing risks within both the parameters of the Board's approved Risk appetite and the Risk Policy, and reporting accordingly
- Oversees and adds value to commercial negotiations, including contract renewals, pricing and operational matters impacting on profitability and sustainability
- Oversees and delivers against the Board's commitment to a 'triple bottom line' approach to managing CR's resources and outcomes, such that the desired environmental and social impacts delivered by CR are underpinned by a financially sustainable business
- Maintains and fosters positive relationships with business partners and funding bodies to deliver best possible financial outcomes.
- Reports as required to the Finance, Risk and Audit Board Committee, and progresses the priorities of the Board via the Committee

### *3.3 Human Resource Management.*

#### • The CEO

- Is responsible for the recruitment, selection, employment, and orientation of all staff
- Effectively manages staff performance, ensuring the completion of probation and performance reviews
- Oversees the updating of position descriptions and duty statements
- Is responsible for the provision of relevant professional development and training
- Develops a succession plan for senior staff positions within the organisation
- Ensures ongoing compliance and development of WHS policies and procedures
- Maintains and develops an organisational structure and culture that attracts, rewards and retains high calibre staff
- Maintains appropriate policies and systems to ensure efficient and fair HR practices
- Reports as required to the People, Performance and Culture Board Committee, and progresses the priorities of the Board via the Committee

### *3.4 Communications*

#### • The CEO



- Will ensure that the Board is provided with timely, strategically focussed reports no later than one week before any Board or Board Committee meeting
- Will ensure that the Board is well and fully informed on all aspects of the functioning of Community Resources
- Represents the position and views of Community Resources to all relevant internal and external stakeholders in a way that enhances its reputation
- Identifies and establishes productive working relationships with relevant government, private and not for profit organisations and agencies

### 3.5 *Corporate Governance.*

#### • The CEO:

- Works collaboratively with the Community Resources Board in a manner that recognises the Board's authority, enables informed decisions, and identifies and manages risk
- Ensures that the Community Resources strategic plan and annual Business Plan is implemented
- Provides leadership, direction and advice in the development of operational and financial plans
- Ensures corporate and regulatory compliance
- Advocates good governance standards and practices to Executive and staff at CR and supports an organisation culture that supports strong governance practice
- Implements systems and controls to ensure digital and physical security of records
- Allocates resources to ensure that the Company Secretary is able to discharge their duties and obligations, to provide independent advice and implement good governance practices

## 4. **Powers and Authority**

### 4.1. Reports to: The Community Resources Board

### 4.2. Direct Reports: Financial Controller, Human Resources Manager, Quality Assurance Manager, Communications and Marketing Manager, Corporate Support Manager, divisional General Managers

### 4.3. Authority over: All Community Resources staff

### 4.4. Delegations: As per Delegations Policy

## 5. **Performance Indicators (to be reviewed and set annually)**

### 5.1. Ensures that Community Resources is an employer of choice in its sectors that models its values



- 5.2. Develops, demonstrates and encourages Aboriginal cultural competence is developed, as fostering development of Aboriginal and/or Torres Strait Islander staff
- 5.3. Develops annual business plans and budgets (including KPIs) consistent with Community Resources' strategic plan, and reports against agreed KPIs
- 5.4 Consistently ensures that timely, accurate and meaningful reporting on operational strategic, financial and risk is made to the Board
- 5.5. Monitors and regularly reports the financial position (including agreed financial ratios) to the Board, and oversees the liquidity, Balance Sheet and capital management within approved parameters
- 5.8. Manages, mitigates and reports against key Risks identified in periodic Risk Reviews and the Risk Management framework
- 5.9 Fosters collaborative and productive internal and external working relationships and ensures that CR's reputation is safeguarded
- 5.9. Reviews and develops an appropriate management structure (within available and approved resources) consistent with the scale, size and complexity of Community Resources
- 5.11. Identifies and refers opportunities for growth, diversification and innovation to the Board

