

POSITION DESCRIPTION

POSITION TITLE	Chief Executive Officer
REPORTS TO	Paul Ramsay Foundation Board
DIRECT REPORTS	Yirranma Place, 262 Liverpool St, Darlinghurst NSW
LOCATION	Flexible within Australia
CAPACITY	Full-time but flexible

OVERVIEW

Paul Ramsay was a visionary business leader who left Australia a remarkable legacy. Through his generous bequest, the Paul Ramsay Foundation (PRF) continues his philanthropic legacy through a shared commitment to break cycles of disadvantage in Australia.

The Paul Ramsay Foundation plays a unique role in Australia and globally. It has the potential to not only close the gap between advantage and disadvantage, but to lead and inspire a systemic approach to social change, strengthening the for-purpose sector; leveraging scale and strategy not seen before.

Elements critical to success of the Foundations work include a highly collaborative and strategic approach; data, evidence and measurement; the voice of the beneficiary and their communities; and investment models and approaches that challenge the status quo. Ensuring the Foundation is part of the conversation globally is critical to the betterment of philanthropic practice both locally and internationally.

THE ROLE

The Chief Executive Officer is a strategic and binding role between the PRF Executive and board, government, philanthropists, social enterprises, policy makers, academia, and the donor/ funding environment. The CEO has a sharp vision of the strategic goals of the organisation and represents PRF amongst a broad range of stakeholders

The CEO works in alignment with the Foundation's values of respect for people, curiosity, loyalty, courage and innovation; and creates and sustains a culture of innovation and enablement with a strong focus on outcomes and real systemic change. Critically, the CEO provides strategic leadership to the Foundation and ensures the day-to-day management and operation of the organisation is aligned with PRF's strategic direction. This includes all areas of management including but not limited to; strategy, people, operations, financial resources, risk, board and partnership engagement while at the same time managing the performance and effectiveness of the Senior Executive Team.

The CEO is responsible for amplifying PRF's impact on breaking cycles of disadvantage. The role demands strategic leadership, focused on motivating and inspiring a talented team, committed to positive social change within complex ecosystems.

KEY RESPONSIBILITIES

Strategic leadership

- Leverage exemplary adaptive leadership skills to inspire and motivate the team and stakeholders more broadly, towards the Foundations overarching vision and mission
- Lead and develop the culture of the Foundation to ensure the high performance of a cohesive, dedicated and talented team that is both innovative and accountable, and aligned to its purpose and objectives
- Develop and implement the Foundation's strategic plan, carefully monitoring micro and macro trends to ensure relevance and impact
- Utilise exemplary communication skills both internally and externally to genuinely engage with and represent a broad range of stakeholders from those with lived experience to the highest levels of Government
- Lead and conceptualise in-house priority projects to strengthen the capacity and capability of the Foundation
- Ensure that the Foundation has the resources (human, material and financial) to operate as effectively as possible
- Model and champion PRF's values and principles to achieve the Foundation's goals

Stakeholder Relationships, Collaboration and Advocacy

- Leverage PRF's position to engage in relevant debate, policy issues and thought leadership to support the Foundations mission to break cycles of disadvantage and influence systemic change, nationally and internationally.
- Lead, foster and expand deep and trusted relationships with key partners and collaborators, both existing and potential.
- Regularly engage with relevant (bipartisan) government and non-government individuals and organisations to inform activities and to influence collaboration and change.
- Take a policy leadership role in influencing and advocating for the PRF's mission and social impact.
- Raise awareness about value and of the role of the PRF; represent the Foundation at forums, conferences, boards, advisory committees and at events
- Identify and create opportunities to expand and promote the Foundation and its work

Social Investment, Outcomes and Impact

- Ensure deliverables, networks, systems, processes and culture are built in alignment with the Foundations strategy to break cycles of disadvantage, influence and change systems and build the capacity of the for-purpose sector.
- Balance and leverage both a practical and academic understanding of complex social issues, entrenched cycles of disadvantage to influence positive social change in Australia.
- Ensure the appropriate and effective management of data and knowledge, feedback loops and evidence to inform and measure the impact of the Foundations work.

Financial, Risk management

- Responsibly manage the Foundation's finances effectively in line with budgets, as approved by the Board, to maximise giving and impact
- Work with the Board to ensure the effective management of the Foundations assets and the deployment of capital (including but not limited to grant making) leveraging partnerships, knowledge and resources.
- Prepare and manage the annual operating budget, as approved by the Board
- Ensure regulatory compliance with governing bodies including the ATO, ASIC, ACNC and others.
- Identify and manage operational and funding risks for PRF and, where those risks could have a material impact on the Foundation, formulate strategies for managing and mitigating those risks

Legal and Governance

- Work with the Board in fulfilling the Foundation's constitutional, regulatory and legal obligations
- Oversee governance arrangements, including reporting to, and servicing the PRF's Board and committees
- Report to the Board and committee meetings, on the PRF, its operations and performance against agreed criteria
- Support the Chair in ensuring the continued engagement/involvement of all members of the Board
- Identify and manage operational and funding risks for the Foundation
- Advise the Board immediately of any material matters impacting or potentially impacting on the Foundation's operations
- Operate within delegated authority limits set by the board of directors and trustees
- Liaise with the Chair (or delegates) for planning and preparing Board meetings

KEY SELECTION CRITERIA

To be successful in this role, you will demonstrate:

- Significant senior executive management / CEO experience with demonstrated strategic, financial, people and culture, , operational and performance management experience with a strong personal reputation
- Critical and proven experience building, leading and transforming a high performing team culture
- Deep, sophisticated and practical understanding of policy and practice in the entrenched cycles of disadvantage and the evolving nature of social change in Australia, underpinned by the capability to apply systems thinking
- Well-honed people and stakeholder management skills, including the ability to form and sustain collaborations amongst key stakeholders at a range of levels including NFP's, government, philanthropists, social enterprises, academics, researchers and policy makers
- Exceptional ability to articulate a clear and compelling vision for the Paul Ramsay Foundation and garner support from stakeholders at every level to enable delivery
- Proven ability to champion effective change both inside and outside an organisation
- Sound experience working effectively with, engaging and reporting to a board
- Demonstrable financial management skills including experience in grant management and deploying resources for social impact
- Critical experience as a strategist and creative thinker who can champion PRF's core values and protect the Foundation's reputation and integrity.

Formal qualifications

- Undergraduate qualification in relevant field (e.g., Commerce, Law, Finance, Accounting)
- Professional and/or postgraduate qualification in relevant area desirable (e.g., CPA, CA, CFA, MBA, Masters in Applied Finance)

KEY STAKEHOLDERS

- Paul Ramsay Foundation Board
- Private sector funders, philanthropists and social impact investors
- The for-purpose sector
- Individuals with lived experience
- Government individuals and agencies (bi partisan)
- Researchers working to evaluate current practice and support innovation
- Global practitioners and philanthropic thought leaders

OTHER RELEVANT INFORMATION

- **Delegation of Authority:** The CEO is responsible for understanding and complying with the Delegation of Authority (D of A) policy set by the Board for the CEO. All matters not explicitly delegated to the CEO through the D of A 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 D of A policy.
- **Travel requirements:** Interstate and occasional international travel required
- **Out of hours work:** Attendance at evening meetings and after-hours events for industry, community and government are an essential part of the role