

## POSITION DESCRIPTION **Chief Executive Officer**

<b>Location</b>	National Focus; based in Canberra
<b>Stakeholders</b>	ARACY Board ARACY Staff (approximately 6 direct reports) Policymakers; Researchers; Practitioners State Coordinators and Members, including networks and funding partners

### Organisational Background

For over 20 years ARACY – Australian Research Alliance for Children and Youth – has been bringing people and knowledge together, to make change for the benefit of children and young people. ARACY is unique in linking all areas of wellbeing for children, young people, and their families.

We believe all children and young people should have the opportunity to thrive.

We strive to achieve this by championing evidence-based policy and practice, while forging alliances between government, policy making, research, philanthropy and service delivery with a focus on prevention, early support and engagement. We work for the creation of better systems and supportive environments, and to grow capability across the sector, improving outcomes for children and young people.

### CEO Position Purpose

The Chief Executive Officer (CEO) is a strategic, collaborative and facilitative role which works between the ARACY Board and Executive, government, business, philanthropists and policy makers. The CEO has a clear vision of the strategic goals of the organisation and represents ARACY amongst a broad range of stakeholders.

The CEO is accountable to the Board and is responsible for the effective implementation and achievement of the organisation’s strategic, operational and business plans; ensuring such plans provide impact and financial sustainability. The CEO is responsible for leading people, producing positive outcomes and galvanising collective action for achieving the wellbeing of all Australia’s children and youth. The role is also responsible for amplifying ARACY’s work and positioning the organisation as the leading voice for Australia’s children and young people.

As CEO you will be noted for respecting and welcoming the contributions of ARACY’s collaborators and funding partners as well as inspiring and motivating a small, but skilled and engaged team.

The incoming CEO will initially focus on four key areas:

- As ARACY is at the start of a strategic planning cycle, the CEO will work closely with the Board to set the next strategic direction.
- Ensure strategic and business plans continue to provide impact and financial sustainability into the future.
- Lead and manage a high performing team, culture and operations of the organisation to support and sustain growth.
- Contribute to the current reforms and collaborations, ensuring that ARACY continues to be positioned as a leading voice for Australia’s children and young people.

## Key Responsibilities

- Build on ARACY’s vision and established reputation by promoting our purpose, developing and implementing strategic business and risk management plans to deliver impact. Monitor progress towards plans, maintaining organisational accountability.
- Identify and present to the ARACY Board organisational opportunities aligned with purpose and strategic direction (partnership opportunities, financial viability, capacity to deliver).
- Lead the ARACY team by connecting them to purpose and inspiring action. Enable an organisational culture of trust, cohesion and wellbeing and champion ARACY Values (Collaboration, Courage, Inclusion, Integrity and Quality).
- Engage, build and maintain strong professional relationships with key government and community stakeholders. Be the voice of ARACY as the chief spokesperson for the organisation.
- Drive organisational growth and financial sustainability, including securing appropriate resourcing (funds and staff) to enhance delivery on organisation’s strategic objectives.
- Manage ARACY’s resources (financial and physical) enabling effective functioning of day-to-day operational activities.

## Experience / Knowledge Required

- Tertiary qualifications preferably in health or education or equivalent experience.
- Senior leadership experience.
- Demonstrated experience in delivering impact through collaborative stakeholder relationships.
- Knowledge of systems change practice, policy and collective impact in health, education or social inclusion.
- Demonstrated experience in providing innovative approaches to strategic plan development and effective execution.
- Sound commercial and financial management experience and knowledge to meet appropriate requirements as a ‘responsible person/officer’ of the organisation.
- Knowledge of the NFP sector and/or children or youth policy preferable.
- Personal passion and commitment to make a difference in the child and youth wellbeing sector.

## Competencies

<b>Decision Making</b>	Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for actions, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity
<b>Leadership &amp; Team Management</b>	Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits and leads a high performing, engaged and accountable team.
<b>Persuading &amp; Influencing</b>	Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Promotes ideas on behalf of self or others; Makes effective use of political processes to influence and persuade others.



<b>Formulating Strategies and Concepts</b>	Works strategically to realise organisational goals; Sets and develops strategies; Identifies and develops positive and compelling visions of the organisation’s future potential; Takes account of a wide range of issues across, and related to, the organisation.
<b>Communication</b>	A calm, influential communication style with highly–developed ability to communicate key messages succinctly and clearly, both verbally and in writing, including skills in media and policy engagement.
<b>Creative, Adaptive &amp; Critical Thinking</b>	Thinks creatively and sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.
<b>Formulating Strategies and Concepts</b>	Works strategically to realise organisational goals; Sets and develops strategies; Identifies and develops positive and compelling visions of the organisation’s future potential; Takes account of a wide range of issues across, and related to, the organisation.
<b>Systems Thinking</b>	Highly developed systems thinking with evidence-based approach, able to apply effective system thinking to create positive change.
<b>Building and Managing Relationships</b>	Well-honed people and stakeholder management skills, with the ability to form and sustain cross-sector collaborations amongst key stakeholders at a range of levels including NFP’s, government, philanthropists, social enterprises, academics, researchers and policy makers. Builds rapport; creates a positive impression; adapts interpersonal style; maintains good working relationships; offers help; builds and maintains networks; develops cross-functional awareness; manages conflict. High emotional intelligence.
<b>Entrepreneurial and Commercial Thinking</b>	Identifies business opportunities for the organisation; Demonstrates financial awareness; Controls costs and thinks in terms of profit, loss and added value.

## Role Model Our Organisational Values

- Connectedness – we build genuine partnerships and acknowledge that true collaboration involves giving something up for the greater good.
- Equity – we are committed to helping build a society that understands and respects fairness and equity, and values children not only as future adult contributors but for their own place and voice in society.
- Inclusion – we value the breadth and depth of all people and ideas regardless of ethnicity, religion, age, political affiliation, gender, sexuality or other characteristics.
- Integrity – we are non-partisan. We advocate for and with children and young people. We present the evidence even when it challenges common understanding. We manage the resources available to us honestly and responsibly.

## General Conditions

All ARACY staff are required to:

- Have the lawful right to work in Australia
- Hold a Working with Vulnerable People registration
- Behave at all times in ways that accord with the organisation’s policies and procedures.
- Commit to ARACYs Purpose and Values