

# The Space Industry Association of Australia

## Position Description

<b>Position Title:</b>	Chief Executive Officer
<b>Location:</b>	Sydney
<b>Capacity:</b>	Full-time
<b>Reports to:</b>	The Board of Directors
<b>Direct reports:</b>	7

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## Overview

The Space Industry Association of Australia (SIAA) is a national, independent, not-for-profit organisation dedicated to promoting and assisting the development of a viable and self-sustaining space sector in Australia. This includes promoting the participation of the Australian Space Industry in the international space sector. The organisation takes a leading role in ensuring the interests of the space sector are taken into account by governments (Commonwealth, State and Territory). It provides a forum to promote networking and collaboration among its members, and actively promotes and facilitates commercial, industrial and research opportunities for members nationally and internationally.

SIAA was established in 1992. Its first CEO was appointed in 2020 with the goal to fully professionalise an organisation that was coming to represent a growing industry – a need sharpened by the establishment of the Australian Space Agency in 2018. Having fulfilled its vision of becoming the pre-eminent peak body for Australia’s space industry; SIAA is now focused on delivering its core services and IAC Sydney 2025, as well as setting a path for future growth.

It is an exciting time in the Australian Space Industry which is expected to grow and achieve significant milestones over coming years.

## Position Purpose

The Chief Executive Officer is an inspirational, influential leader responsible for the design and delivery of the vision, strategy and programs of the Space Industry Association of Australia (SIAA). This includes managing key and critical relationships with Business, Government, new and existing members and other key stakeholders. The CEO is responsible for careful but creative growth, underpinned by solid governance, leadership, financial and operational capabilities.

Key duties and responsibilities include, but are not limited to the following:

## **Key Accountabilities**

### **Strategy, Planning and Operations**

- Collaborate with the board to develop and implement the organisation's a strategy to achieve its objectives.
- Develop a business plan that supports the strategic direction set by the board and correlates with annual operating budgets; submission of business plan and any required annual plans to the board for approval
- Support and lead the organisation through sustainable financial growth by identifying and implementing strategic profitable initiatives and funding opportunities and strategies for ensuring the long-term financial viability of the organisation, including:
  - Prudent management of the organisation's resources within budget guidelines
  - Provision of prompt, thorough, and accurate information to keep the board appropriately informed of the organisation's financial position, including oversight of fit-for-purpose business systems that will deliver the above
- Manage the operations of the organisation and ensure compliance with legal and regulatory requirements
- Lead the organisation's strategic programs to achieve its mission, ensuring strategic alignment and maximising the use of resources

### **People and Culture**

- Lead, develop and consolidate 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 amongst Members, the sector, and beyond
- Provide leadership to the team and manage the people and cultural resources of the organisation, including hiring, managing and developing team members
- Resource appropriately through a mix of full or part time staff and specialist contract resources.
- Set KPIs and performance reviews for the team in accordance with strategic priorities
- Develop and maintain people and culture policies and procedures that fully conform to current laws and regulations

### **Communications and Stakeholder Relationships**

- Serve as the primary spokesperson and representative for SIAA
- Lead SIAA advocacy activities including maintaining and developing relationships with industry leaders, relevant Government departments, with parliamentarians and other significant decision-makers
- Ensure that the organisation and its mission, projects, programs, and services are consistently presented in a strong, positive way to all relevant stakeholders
- Effectively leverage relationships and networks of the Board
- Actively advocate for the organisation, its vision, beliefs, and programmatic efforts
- Act as a liaison between the organisation and the member base, government and business and build relationships with relevant peer organisations

- Continue to build the stakeholder base that supports the work of the organisation, seeking greater collaboration and engagement towards shared goals
- Oversee development and delivery of all communications, marketing and publicity materials (including, for example, SIAA's website, member communications, media materials and marketing collateral)

### **Programmatic Effectiveness and Membership**

- Oversee the design, delivery, and quality of programs, projects and contracted services to support the strategy and business plan
- Manage successful delivery of key organisational events and conferences, as required
- Oversee the successful delivery of the IAC2025 Congress
- Stay abreast of current trends related to SIAA's programs, projects and services and anticipate future trends likely to have an impact on its work
- Lead the team to ensure ongoing development of membership services
- Analyse and measure the success and impact of SIAA's Member services and engagement; refine or change services or programs in response to that information

### **Financial Sustainability**

- Utilise existing and new networks to grow revenue and profitability
- Develop a financially sustainable business plan consistent with the Board's strategy
- Maximise any financial return from the delivery of IAC2025.
- Oversee and manage a risk management plan for the organisation

### **Governance**

- Manage the affairs of SIAA in accordance with agreed objectives and policies.
- Build the organisation with appropriate regard to corporate, structural and governance standards.

## **Key Stakeholders**

- Chair and Board of Directors
- SIAA Members
- Government
- National and International Partners
- Universities and researchers
- The Space Industry community

## **Specialist requirements**

### **Personal Requirements**

- Organisation/people leadership and management at an executive level (ideally 10+ years experience)
- Business acumen, including strategic planning and financial management

- Track record in Stakeholder relations including government, business and media

#### ***Optional Personal Requirements***

- Senior experience within a member-based organisation
- Experience/knowledge of policy and advocacy
- Experience within the Australian or international Space Industry
- The ability to obtain and maintain an Australian Government Security Clearance

#### **Experience, Knowledge and Skills**

- Previous P&L oversight, experience in financial control and reporting; able to anticipate financial challenges and work with others to identify sustainable solutions
- Previous experience reporting to a Board of Directors
- Commercial experience with strong business acumen and strategic /operational planning skills
- Strong and credible interpersonal skills with the ability to build and lead a high performing team and work with SIAA stakeholders to build a strong and engaged community
- Ability to create and communicate an inspiring vision that supports the industry and helps to influence and engage business and government leaders, and policy makers
- A highly–developed ability to communicate key messages succinctly and clearly, both verbally and in writing, including skills in media engagement
- Focus on long-term sustainability
- Full understanding of the resources required for the organisation’s operational purposes

#### **Qualifications**

- Formal qualifications in a relevant discipline.