

## Role Specification

Chief Executive Officer for a new, philanthropically-funded water and catchment policy centre, incubated at the Australian Academy of Science

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### TO APPLY

Applications in the form of a cover letter, response addressing the requirements of the Candidate Profile, and a copy of your recent Resume must be submitted to Egon Zehnder via [mel.search@egonzehnder.com](mailto:mel.search@egonzehnder.com) by Monday 1<sup>st</sup> February at 5:00pm (AEST).

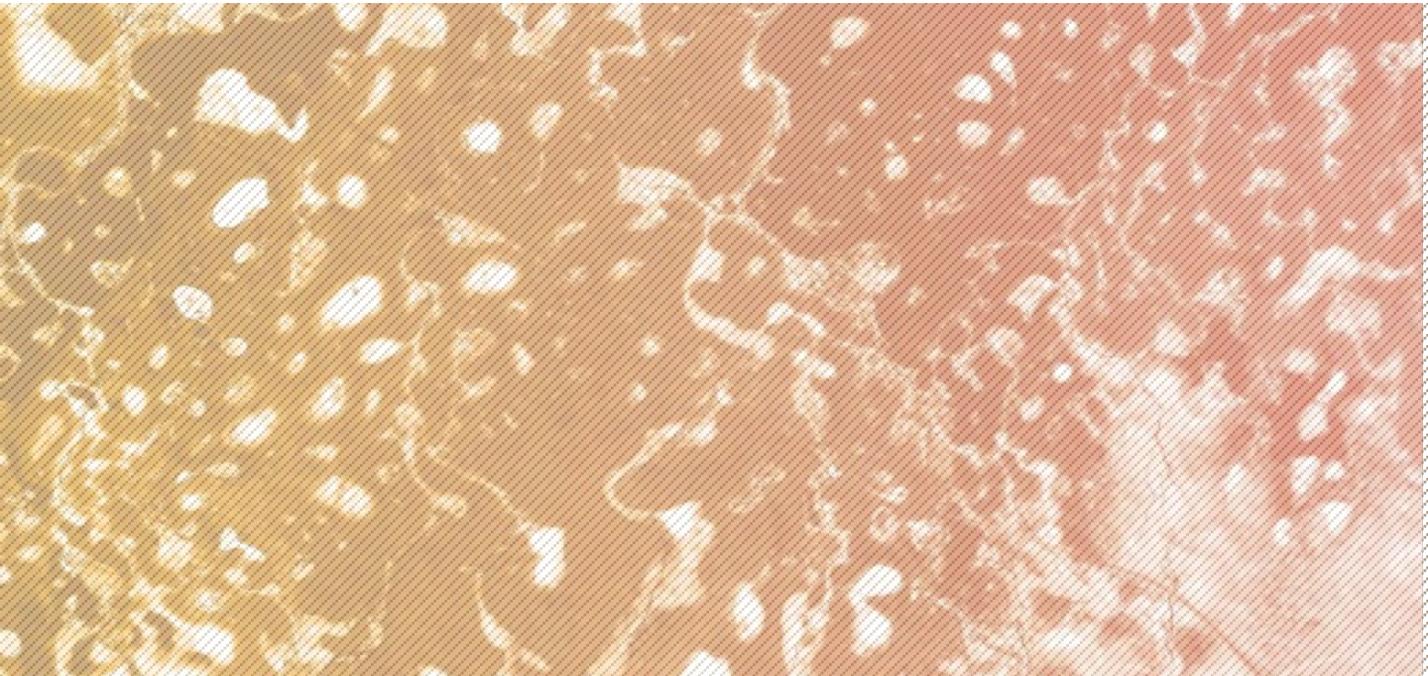
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# About the centre

## **Background, funders' vision and governance of the centre**

Please refer to the Briefing Note for the centre available as a separate document on the Australian Academy of Science website alongside this Role Specification.



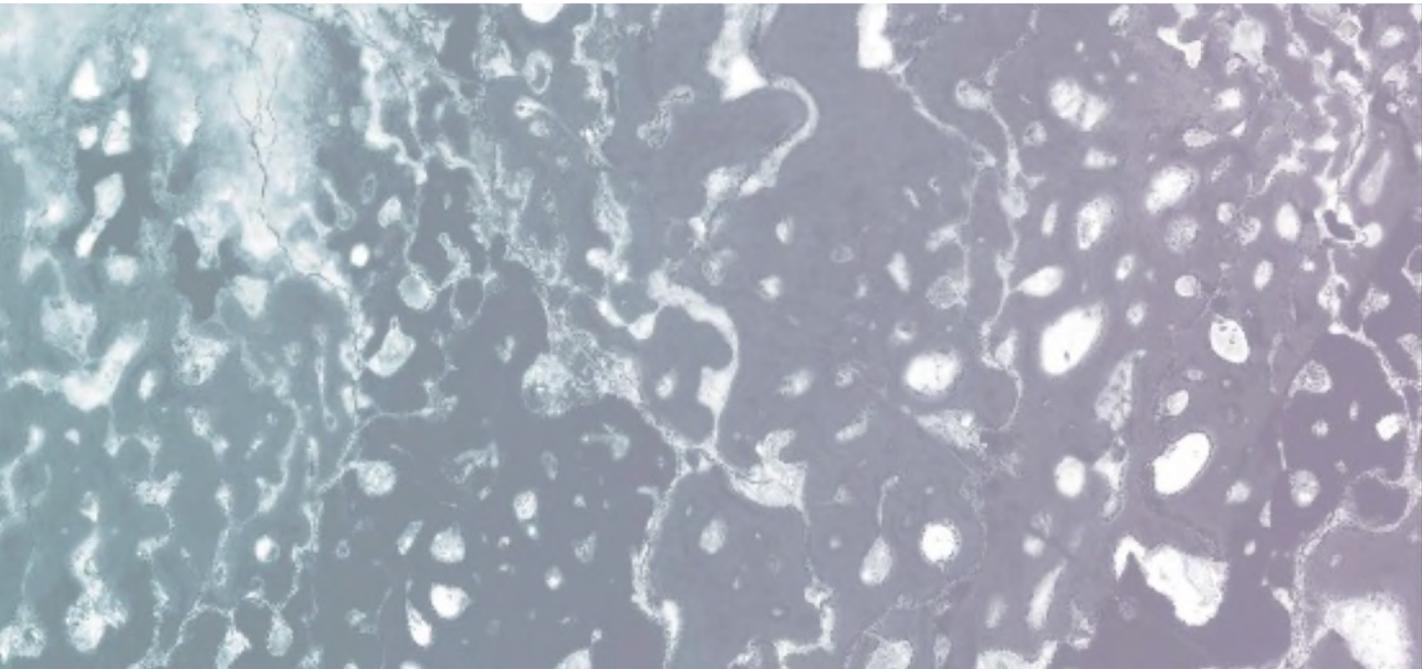
# The Role

## Job Purpose

The Chief Executive Officer (CEO) is a mission critical appointment for the centre and its ability to help catalyse policy change. The CEO is the centre's most senior employee with ultimate responsibility for providing high-level and direction for a not-for-profit organisation with the mission to improve the way policy decisions are made about water and catchments in Australia.

The CEO is responsible for the overall performance of the centre and will work closely with the Board and the future Senior Management Team in this endeavour. The role requires strategic leadership for a growing organisation and needs to ensure that the organisation has the people, systems, and resources to deliver on its purpose. The CEO is also a key voice for the organisation and is expected to build strategic external relationships to support the effectiveness of the Centre.

The CEO will drive the centre's vision with integrity and build the culture needed for its success.



# The Role cont.

## Key Accountabilities:

### Strategic execution

- Development of strategic plan/objectives for the centre in consultation with a wide and diverse range of stakeholders
- Ensure the strategic and operational outcomes of the future strategic plan are delivered across the centre
- Oversee the refinement and cascade of the strategy including the development of policy, metrics, reporting and evaluation frameworks alongside continuous engagement with stakeholders and the ongoing learning required to deliver innovative approaches to decision-making

### Communication with the Board

- Communicate and report regularly with the Chair and future board members, ensuring the Board is provided with the information necessary to fulfil its duties and responsibilities, and to contribute to optimal decision-making within the centre

### Representation

- Represent, promote, and act as the public spokesperson for the centre, building the reputation of the centre, and trust in its approach, as a leading contributor to decision-making on policy for Australia's inland waters and catchments

### Leadership

- Ensure effective people and team leadership which supports an inclusive culture
- Develop collaborative relationships appreciating that staff and the wider network of the centre are its core assets

### Financial sustainability

- Ensure sound financial and risk management practices are in place across all portfolio areas of the centre; engage in fundraising activities as required to expand the centre's operational budget and prepare for the centre's longevity beyond the 10 years' committed funding

## Salary range:

\$280,000 to \$320,000 total package including superannuation (Australian Dollars)

## Location:

Relocating to Canberra is not an employment requirement, however, allocating time to working from Canberra will be a requirement of the role (e.g. up to 4 days per week as required).

# Reporting to



## **Kathryn Fagg, Chair**

Kathryn Fagg is an experienced Chair and board member having worked in senior executive roles across a range of industries, from resources, to manufacturing and logistics, as well as banking and professional services, in Australia, New Zealand and Asia.

Kathryn is Chair of Boral Limited, Non-Executive Director of National Australia Bank and Djerriwarrh Investments Limited as well as a board member and Deputy Chair of CSIRO. Kathryn was a member of the Board of the Reserve Bank of Australia from 2013 to 2018.

In the non-for-profit sector Kathryn is Chair of the Breast Cancer Network Australia, as well as being a board member of the Grattan Institute, the Male Champions of Change, and The Myer Foundation. She is a Past President of Chief Executive Women (CEW), a former Chairman of Parks Victoria and the Melbourne Recital Centre and a former board member of the Australian Centre for Innovation.

Kathryn is a Fellow of the Australian Academy of Technology and Engineering. In addition to her engineering degree, Kathryn also holds an MCom in Organisational Behaviour with Honours from the University of NSW, which has also awarded her an honorary Doctor of Business and the Ada Lovelace Medal (2017) which recognises an Outstanding Woman Engineer, she was a recipient of the University of Queensland's Inaugural Vice-Chancellor's Alumni Excellence Award in 2013 and the University also awarded her an honorary Doctor of Chemical Engineering.

Kathryn was made an Officer of the Order of Australia (AO) in June 2019 for distinguished service to business and finance, to the central banking, logistics and manufacturing sectors, and to women

# Candidate Profile

| <b>Career Experience</b>   | <b>Required</b>       | <b>Desirable</b>      |
|--|-----------------------|-----------------------|
| CEO / Senior manager experience  | <input type="radio"/> |                       |
| Experience in a purpose-led organisation   | <input type="radio"/> |                       |
| Demonstrated ability to work and collaborate with a diverse group of stakeholders  | <input type="radio"/> |                       |
| Working collaboratively with a Board or high-level, senior committee   | <input type="radio"/> |                       |
| Demonstrated capacity to consider, formulate and evolve complex strategies in contested policy areas                               | <input type="radio"/> |                       |
| Record of recruiting a superior staff  | <input type="radio"/> |                       |
| Record of building working partnerships with government agencies, research centres, non-governmental organisations and communities | <input type="radio"/> |                       |
| Experience operating with ministers and senior officials on complex and partisan policy issues                                     | <input type="radio"/> |                       |
| Experience in being the “public face” of an organisation, articulate communicator and as a spokesperson in various forms of media  | <input type="radio"/> |                       |
| Participatory public policy co-design and deliberative decision-making   |                       | <input type="radio"/> |
| Experience in founding a business (i.e. start-up)  |                       | <input type="radio"/> |
| Demonstrated strong execution capability without reliance on a large team  |                       | <input type="radio"/> |
| Financial management or P/L ownership  |                       | <input type="radio"/> |
| <b>Sector Experience</b>   | <b>Required</b>       | <b>Desirable</b>      |
| Policy development (with governments, think tanks, consulting firms or NGOs)   |                       | <input type="radio"/> |
| Natural Resource Management or adjacent sectors (water and land sectors an advantage)  |                       | <input type="radio"/> |
| <b>Qualifications</b>  | <b>Required</b>       | <b>Desirable</b>      |
| Tertiary qualifications in social sciences, sciences, humanities, law, engineering (or related fields)                             |                       | <input type="radio"/> |

# Candidate Profile cont.

## Leadership Skills

### Delivering the vision and strategic plan

The CEO will work with the Board to set the strategy and culture for the future of the centre. The CEO will have a track record as an effective and highly regarded leader, able to unite an organisation and its stakeholders behind a compelling vision.

### Thought leader, innovator and implementer

The CEO should have a track-record as a thought leader and innovator and be able to demonstrate where they have brought vision, intellect and a systems thinking approach to complex problems. In particular, they will demonstrate the ability to translate strategy into actionable plans alongside a passion for advancing the common good.

### Partnering with diverse stakeholders

The ideal candidate must be able to demonstrate the ability to build enduring partnerships and convene participatory and deliberative decision-making processes. This includes representing the centre externally with multiple stakeholders including government, private-sector, non-governmental, community, Indigenous, and research organisations as well as broader communities.

### Collaborative and collegiate leader

The ideal candidate will be able to build a leadership team which combines high commitment, strong team work and collaboration with external organisations, and a common drive for organisational learning, development and improvement. They will demonstrate exemplary professional and personal ethics and an ability to convene and work with multi-disciplinary, external teams in deliberative, co-design processes.

### Compelling, authentic communication and engagement

The ideal candidate will have a compelling, authentic communication style and will be effective in engaging diverse audiences. They will have a demonstrated track record of being the public face of an organisation and will be proven in their ability to bring the gravitas and strong presentation and engagement skills required to be the “public face” of a new organisation.

# Candidate Profile cont.

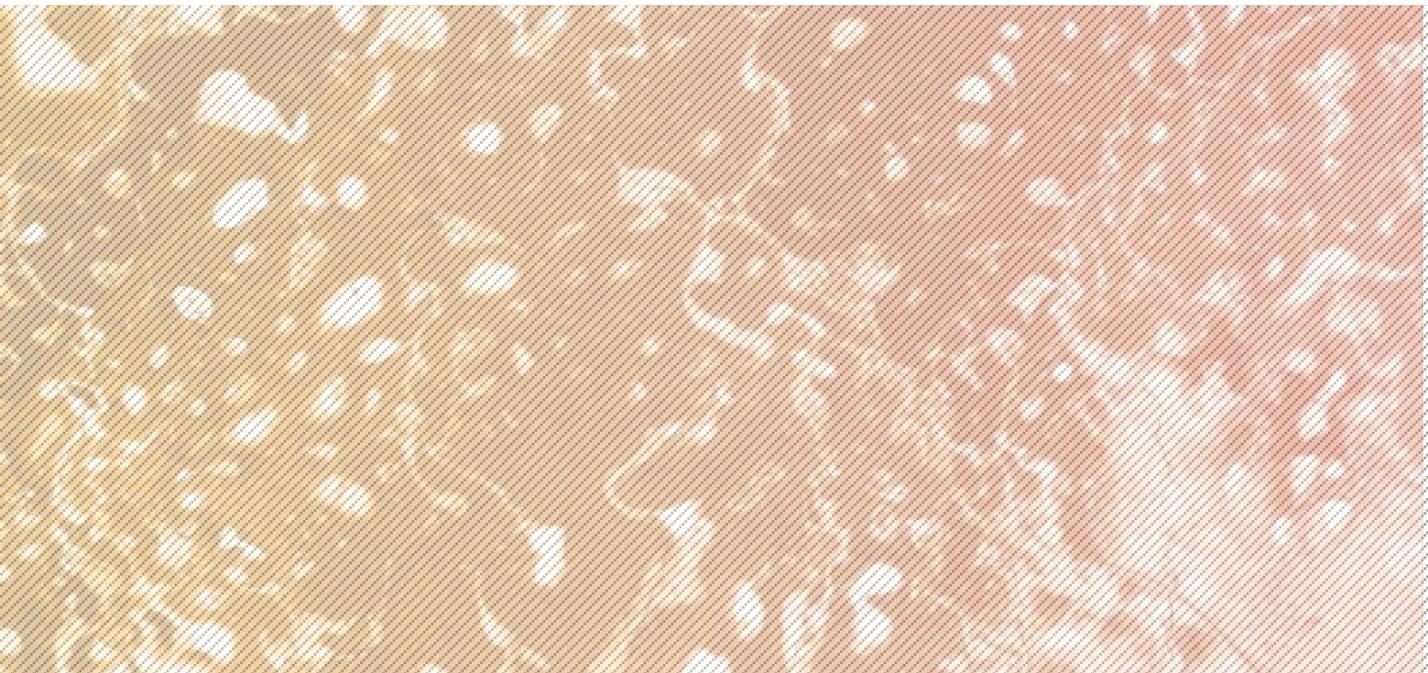
## Personal Qualities

The CEO must be a collaborative, innovative and empowering leader.

Given the importance of deliberative processes in the development and delivery of the entity's work programs the ideal candidate will be a person with demonstrated vision and intellect, alongside high empathy and integrity.

They will demonstrate confidence with low ego, self-awareness, and openness to feedback alongside a high "EQ" and a demonstrated capability to work with stakeholders and communities from a wide range of backgrounds. They will possess an unquestioned reputation for integrity and ethics as well as being known as an "honest broker" who maintains their independence when working in contested policy areas.

The candidate will need to be a good fit with the funders' vision for the centre, able to create a collaborative culture in a new organisation, build its broader networks through active cooperation and consultation, and help shape its future as an important contributor to improving decision-making about water and catchment policy in Australia.



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