



Executive Director

Position Description and Selection Criteria November 2018

Hours: 37.5 hours per week

Salary: \$85,000 to \$93,500 (plus superannuation)

Term: Three year contract

About the Conservation Council

VISION: Nature is respected, protected and embraced by an ecologically sustainable, socially just and economically viable society which lives lightly on the planet

The Conservation Council is the peak environment organisation for the Canberra region. We have been the community's voice for the environment in the Canberra region since 1979. With more than 45 not-for-profit member organisations who, in turn, represent more than 20,000 supporters, we harness the collective expertise and experience of these member groups and other networks to provide advocacy for a broad range of environmental issues. The Council comprises of an elected board and a small team of staff and volunteers led by an Executive Director, operating from a modern office.

Our mission is to influence government, business and community through effective public policy and engagement to protect nature. The Council plays a key role in encouraging and co-ordinating community participation, as well as facilitating public education and sharing information on local, regional, national and global environmental issues.

The Conservation Council is active in a number of campaign areas, currently including:

- Biodiversity Conservation – protecting our unique ecological communities and the Bush Capital
- Climate Change – a regional, national and global challenge
- Urban Planning – the right things in the right places
- Transport – connecting people and places
- Waste – being efficient through closed-loop systems
- Water – smart use of a scarce resource
- Governance – for a Smarter, Sustainable Canberra

The Council is highly respected for its contribution and influence in engaging with government, industry and the community. The ACT is regarded as a leading jurisdiction in Australia for protecting its natural environment and addressing the challenges of climate change and sustainability.

To learn more about the Conservation Council see our website www.conservationcouncil.org.au

Executive Director

The Executive Director reports to a skilled and committed Board, and the Executive Director's actions are guided by the Strategic Plan, Operational Plan and Policies, and decisions of the Board. The Executive Director currently supervises three part-time staff plus volunteers and also manages the Conservation Council office.

The Executive Director: works closely with leaders and representatives of government, business, community, and the media to further the Council's objectives; represents the Conservation Council at fora and meetings; and is a champion for environmental and sustainability actions at Territory, regional and national levels.

The Executive Director monitors relevant issues and policies in the ACT, keeps abreast of member group and stakeholder concerns, and identifies opportunities for the Conservation Council to progress its objectives. The Executive Director stays informed of environmental developments in the ACT and at federal level; and best-practice methods for community advocacy and campaigning.

A key role for the successful applicant will be to enhance the long-term financial and organisational viability of the Council. They will need to demonstrate their vision, capacity and drive towards achieving this important goal.

The successful applicant should possess a high level of competency in financial, administrative and human resource management in order to maintain and enhance the organisational efficiency of the Council. Strong budgeting and reporting skills will be essential.

Salary: \$85,000 to \$93,500 per annum (plus superannuation) depending on experience and qualifications.

Principal Duties

1. Provide leadership in pursuit of the Conservation Council's vision and mission, in accordance with its Strategic Plan and under the direction of the Board.
2. Develop strategic directions with the Board; implement and monitor strategic, work and campaign plans including a strategy for the long-term financial and organisational viability of the Council.
3. Build relationships with funding bodies, donors and philanthropic bodies to secure and grow the organisation's financial resources.
4. Act as the principal media and public spokesperson for the Council.
5. Liaise and manage effective interaction with stakeholders including the Board, member groups, funding bodies, donors, the media and key Government, community and business contacts.
6. Ensure the Council effectively uses member groups' knowledge and capacities.
7. Represent the Council at high-level meetings including with Ministers, political representatives, senior officials, environment groups and advisory bodies.
8. Oversee budgeting, financial reporting, and fundraising activities.
9. Manage staff and volunteers including mentoring, leadership and direction.
10. Prepare high level written material including briefings, correspondence, submissions, and media releases.
11. Provide administrative support for the Board and its activities.

Selection Criteria

The successful candidate will possess the following attributes:

1. A leader who thinks strategically and who has the skills to deliver on the Council's objectives and to work effectively with the Council's Not-for-Profit Board.
2. An entrepreneur whose skills in governance, financial management, fundraising and staff management will ensure the smooth running and sustainability of the Conservation Council
3. An influencer who demonstrates strong analytical, negotiation and representation skills
4. A communicator who has strong written and oral communication skills and who has the

ability to represent the Council effectively through public speaking and as a media spokesperson

5. A thinker who has the political awareness to be able to understand and address environmental and stakeholder issues
6. A campaigner who has the skills to develop and execute winning strategies in respect to the Council's objectives
7. A person whose personal drive, integrity, flexibility, and commitment to the mission and values of the Conservation Council will be an example to the Board, staff, volunteers, member groups and the wider community.

To Apply

Applications should be addressed to:

The President

Conservation Council

GPO Box 544 CANBERRA ACT 2601

(Electronic copies are preferable. Please email to president@conservationcouncil.org.au)

Applicants are encouraged to submit an expression of interest in which the applicant should:

- provide details of their current position and
- a resume.

All applicants must submit a full application. Applicants must:

- Provide a resume outlining relevant work experience, education and training
- Address each of the Selection Criteria, with reference to the position description and principal duties, and drawing upon your own experience
- Provide contact details for two referees.

For further information about this position please contact the President, Rod Griffiths on 0410 875 731 or Clare Henderson, between 15 December - 3 January on 0412 425 665.

Expression of Interests close: Friday 15 December 2018

Full Applications close: Friday 11 January 2019