



## **JOB DESCRIPTION FORM**

### **Chief Executive Officer**

#### **1. POSITION CONTEXT**

Nature Conservation Margaret River Region, the leading environmental group of the region, is an independent, community-based, not-for-profit organisation. It works to combine the grassroots support of the regional community with sound conservation science and pragmatic policy initiatives to achieve sustainable environmental outcomes.

Nature Conservation works with the community to protect and enhance the natural environment of the Margaret River region. Through its conservation programs it aims to maintain a range of natural terrestrial, aquatic and coastal ecosystems that are healthy and resilient. These programs are aimed at making the biggest difference to the key environmental challenges facing the Margaret River region, whilst helping to excite people's imagination and showing results on the ground.

In parallel Nature Conservation's engagement programs aim to inspire and encourage a strong community conservation culture that values, supports and engages in nature conservation. The organisation's engagement programs work at various levels within the community targeting a variety of community audiences and aiming to increase whole of community support for protection of the Margaret River environment. For more information about the organisation please go to: <https://www.natureconservation.org.au/>.

Formerly known as the Cape to Cape Catchments Group and staffed by dedicated part-time officers, contractors and volunteers, Nature Conservation is now wanting to build on its solid foundation and employ a full-time CEO who can lead the organisation into its next phase to consolidate its existing work and expand into new areas. The CEO will develop and maintain strong relationships, collaborations and networks with key strategic community partners whilst providing inspirational leadership of the organisation. A key responsibility of the new role will be to develop fundraising strategies and actively source funds to provide for this expansion.

The CEO will be responsible for all aspects of the running of the organisation and will report to the Chair of the Board. The Board consists of 9 members who bring a diverse range of qualifications, skills and experience to the organisation while sharing a passion for this special region. For information on individual Board members please go to: <https://www.natureconservation.org.au/about/#board-of-directors>

#### **2. POSITION DETAILS**

##### **Position Title**

Chief Executive Officer - Fulltime

## **Position Term**

The contract will be for three years from the initial appointment which is expected to begin in the first part of 2021.

A probation period of 6 months will be adhered to with a probation review meeting conducted before the end of this period. The probation period may be extended for a further 3-6 months depending on performance

## **Remuneration package**

The position is being offered full time with a total employment package including the following components:

- Salary \$100,000 - \$110,000 per annum depending on experience.
- Superannuation (9.5% of salary)
- Annual, Personal, Public Holiday and Long Service Leave
- Access to a shared company vehicle for company business

## **Location and Office Accommodation**

Nature Conservation Margaret River Region Office, Margaret River Community Resource Centre, 33 Tunbridge Street, Margaret River, WA 6285.

The organisation has successfully employed appropriate technology to allow remote working , when necessary, during the COVID-19 pandemic.

## **3. POSITION DUTIES & RESPONSIBILITIES**

The primary function of the Chief Executive Officer is to support the Nature Conservation Board to achieve the strategic directions of the organisation.

The specific responsibilities and duties of the Chief Executive Officer include:

- Undertake organisation strategic planning in consultation with the Board and Staff.
- Work with the Strategic Development Committee to develop fundraising strategies and actively source funds to provide organisational stability and expansion of the organisation's conservation and engagement programs.
- Develop and maintain strong collaborations, partnerships and networks with key strategic community partners, including Local, State and Federal governments.
- Maintain relationships and engagement of donors, Nature Conservation members and local community organisations and businesses, including playing an active role in the Giant Light Steps initiative.
- Represent the organisation on strategic committees, groups and at events.
- Maintain a high level of organisational governance including maintaining up to date and efficient operational policies and procedures.

- Oversee the financial and administration operations of the organisation including overall supervision of staff, contracts and budgets and organisational reporting in line with legislative requirements.
- Coordinate communications and promotions to raise the profile of the Nature Conservation and communicate the organisations vision and achievements.
- Play a leadership role in creating and maintaining a positive and successful day-to-day working environment and organisational culture.
- Develop a media profile to represent the organisation to a wide spectrum of the community.
- Reinforce Nature Conservation as the leading environmental organisation of the region.

#### **4. POSITION SELECTION CRITERIA**

##### **Essential Criteria**

1. Excellent organisational management ability including supervising staff, developing high-performance teams, setting and achieving strategic objectives, and effectively managing budgets.
2. Experience of a leadership role with an outcomes based organisation along with developing and implementing strategies to support organisational stability and growth.
3. Excellent written and highly developed verbal communication and presentation skills; a passionate communicator with excellent interpersonal and multidisciplinary project management skills.
4. Knowledge and experience of fundraising strategies, opportunities and networks relevant to the not-for-profit sector.
5. Strong public relations, engagement and networking experience with the ability to engage a wide range of stakeholders and cultures.
6. Experience in effective implementation of corporate governance, statutory and contractual reporting practices.
7. Tertiary qualifications or equivalent experience in a relevant area.

##### **Desirable Criteria**

1. Experience working in the not-for-profit sector including success working with a Board of Directors and achieving financial growth for a not-for-profit organisation.
2. Knowledge and understanding of the natural environment of the Margaret River region.
3. Experience in developing and managing conservation and engagement programs.
4. Success in delivering funding growth in a not-for-profit organisation.

## Other Requirements

1. Australia citizen or permanent resident of Australia
2. 'C' class Driver's License
3. Work from the Margaret River Office
4. Requirement to attend meetings within the region and in Perth.

## 5. RECRUITMENT AND SELECTION PROCESS

Nature Conservation Margaret River Region is committed to fair, equitable and transparent recruitment processes. Key steps in this recruitment process include:

1. Applications are submitted by the due date **4.00 pm 19 March 2021**.  
No late applications will be accepted. Applications should be forwarded by email to the Chair of the Board, Dr John Cresswell at [john.cresswell@natureconservation.org.au](mailto:john.cresswell@natureconservation.org.au).
2. The Selection Panel assesses applications and invites short listed applicants for interview.
3. Interviews are conducted.
4. Referee checks undertaken.
5. Selection report prepared.
6. All applicants notified.

Nature Conservation Margaret River Region is keen to complete the selection process as quickly as possible.

## 6. SUBMITTING YOUR APPLICATION

Your application should include the following:

1. Cover letter outlining your interest in the position.
2. A concise statement (4 pages maximum) addressing all aspects of the selection criteria;
  - treat each criterion separately
  - explain how you meet the criteria
  - use examples to demonstrate your specific skill and knowledge.
3. Your Curriculum Vitae should provide the following information;
  - academic and/or professional training copies of your qualifications
  - description of your work experience and skills starting with the most recent
  - major accomplishments at work.
4. Referees

## **7. PROGRESS OF YOUR APPLICATION**

Once applications have closed, all applications are sent to the selection panel. The panel will contact you directly if you have been selected for interview.

Any questions should be directed to Dr John Cresswell at [john.cresswell@natureconservation.org.au](mailto:john.cresswell@natureconservation.org.au) or 0430 740 033.