

Position Description

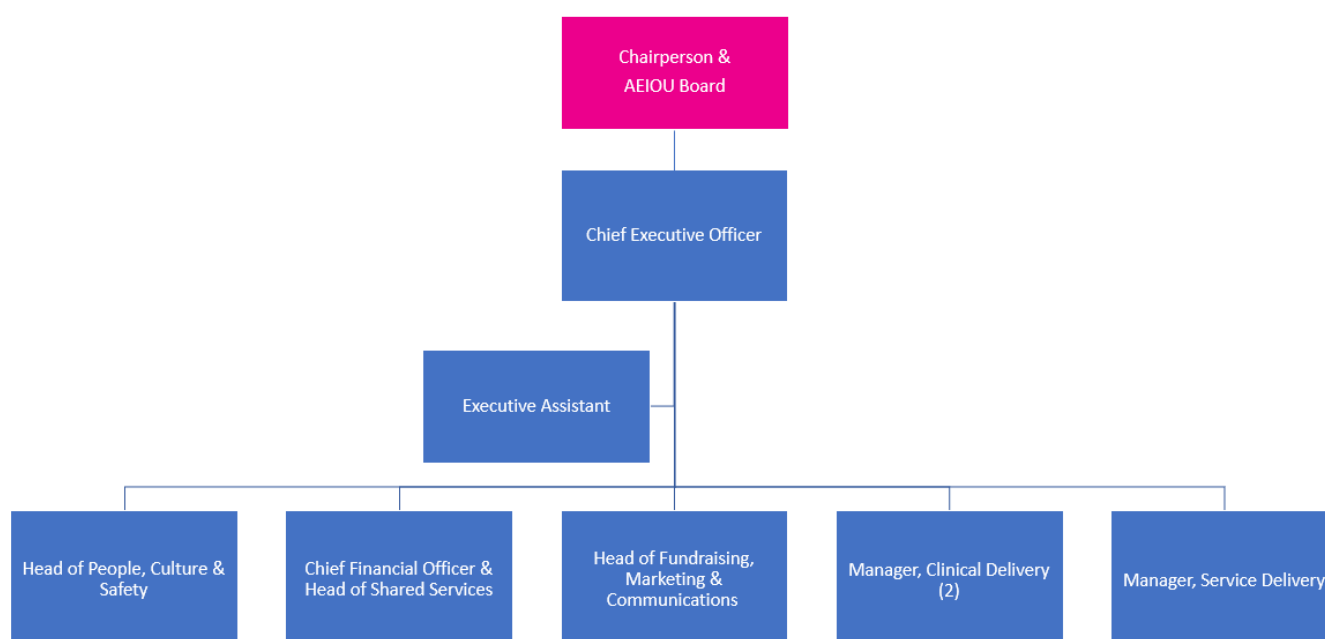
Chief Executive Officer

Tenure/Status:	Permanent Full-time	Location:	AEIOU Central Office
Classification:	Salary, Award-free	Probation Period:	6 months
Reporting to:	Chairperson and AEIOU Board	Other:	

Position Purpose

The Chief Executive Officer (CEO) has overall accountability and responsibility of the strategic direction and leadership of the organisation including setting (with the Board) and delivering the Strategic and Business Plan. The CEO will manage the executive and senior leadership team and assist them to deliver their part of the business plan, oversee financial management and business development activities and ensure the operational activities meet the agreed financial targets (revenue and expenses). The role requires strong stakeholder engagement with various external stakeholders including Governments (all 3 levels), Industry Regulators, Education Institutions, Corporate Organisation's and other Sector influencers. The role has the overall accountability for driving the AEIOU culture and standards of the organisation.

Reporting Relationships



Key Stakeholders

Stakeholder	Purpose	Frequency
Board of Directors	Provide financial and operational updates to the Board of Directors on an as needed basis and present a consolidated report on all aspects of the organisation performance at the Board meetings.	Seven meetings per year, including the Annual General Meeting. Annual Board Strategy Day.
Direct Reports	Provide leadership, mentoring & guidance through regular 1:1s meetings, team meetings incorporating performance to targets, people management and operational issues.	Daily, regular one on one meetings and fortnightly leadership team meetings
Other External Stakeholders (Regulatory, Community, Public etc.)	Liaise with other external stakeholders as required to progress the strategic direction of AEIOU and promote AEIOU reputation and brand	Ad-hoc and on as needed basis.

Responsibilities

Area	Responsibilities
Strategic and Reputation	<ul style="list-style-type: none"> Oversee the development of a compelling and clear vision, set a clear direction and bring clarity of our charitable purpose to AEIOU, in conjunction with the Board. Oversee the development and implementation of AEIOU's Strategic and Business Plans, their objectives and achieve all measures set in the organisation's Balanced Scorecard across Performance, Clients, People, Financial and Systems and Processes key metrics. Represent AEIOU as its public face, continue to build the organisation's reputation across the broader sector, with key policy makers (governments and regulators), business and community groups and the public. Maintain awareness of the business, economic and regulatory environments which affect the organisation, spanning education, clinical service delivery and NDIS funding within the scope of a Not-for-Profit organization. Oversee strategies to protect and build the profile, reputation and brand of AEIOU Foundation. Provide open and transparent information to the Board, help to educate them in a way that creates strong bonds and trust in the leadership team to successfully execute strategy.
Business Development and Project Delivery	<ul style="list-style-type: none"> Oversee and approve the leadership team to identify and develop potential future business opportunities for AEIOU to further expand service offerings. Delegate to the Fundraising team the acquisition and relationship management of allocated key donors, once the plan is approved. Oversee and approve (within the role's delegated authority) key strategic projects and specific business plans to ensure all activities are delivered in accordance to project timelines, approved budgets and all risk are identified and managed appropriately.

Area	Responsibilities
	<ul style="list-style-type: none"> • Approve property development projects, including due diligence processes; stakeholder, consultant and contractor negotiation and liaison; risk mitigation; and delivery within approved budget. • Provide approval to any out of budget expenses (within the roles delegations of authority).
Financial and Reporting	<ul style="list-style-type: none"> • Oversee the financial management of the organisation and ensure sound management of the portfolio's financial position through effective cash flow, financial planning and budget processes, financial analysis, maximizing revenue streams for service volumes and financial returns, and business expansion/development opportunities. • Ensure funding for the overall business commitments are met. • Provide approval to any out of budget expenses (within the roles delegations of authority). • Establish financing capability to take on additional services to support revenue targets and capital expenditure. • Support the CFO in the submission of expenditure reports, budgets and financial statements to the Board for approval. • Ensure compliance with legal and regulatory reporting obligations.
Leadership	<ul style="list-style-type: none"> • Empower each member of the leadership team to execute their functional strategy, providing guidance and support where required. • Contribute to a positive organisational culture through leading by example, and demonstrating the AEIOU values in all interactions. • Coach and support the Leaders in their roles to deliver against business and strategic plan targets. • Create an organisation structure/capability that can deliver the agreed business plan year on year. • Conduct one to one meetings with the role's direct reports including performance reviews, providing feedback and implementing performance improvement plans for direct reports and ensuring adherence across the wider team. • Provide mentoring, coaching and support to direct reports and the wider team when/if required. • Other activities as delegated from time to time from the Board.
Operational	<ul style="list-style-type: none"> • Oversee the effective operations and administration of the organisation. • Ensure appropriate systems, process and performance management reporting and controls are in place to deliver consistent high-quality level of performance across project, financial, people, risk, and compliance measures. • Approve organisational procedures, policies and standards, as required.
Risk Management	<ul style="list-style-type: none"> • In conjunction with the CFO, oversee the establishment and management of the organisation risk frameworks, policies and procedures to ensure that all operational risks are identified, captured (via the Risk Register), managed accordingly (i.e. eliminated, managed or accepted) and oversee the remedial progress of periodic reviews.

Area	Responsibilities
	<ul style="list-style-type: none"> Oversee the regulatory and bylaws compliance program to ensure that AEIOU meets is legal, legislative and regulatory requirements as a childcare services provider in the States AEIOU operates within.

Organisational responsibilities

- Role model AEIOU values and demonstrate excellence in professional practice and ethical behaviour.
- Comply with AEIOU policies and procedures, including:
 - Workplace, Health and Safety directives and practices
 - Employee Code of Conduct – ensuring that conduct reflects our commitment to a workplace that is free from harassment and inclusive.
- Use AEIOU resources and equipment efficiently, economically and honestly

Selection Criteria

Preferred qualification(s): Tertiary level qualification in business or related field	Essential licence(s): <ul style="list-style-type: none"> • Positive Working with Children Check • Open QLD driver's licence • QLD: Ability to obtain Positive Blue Card • SA: Working with Children Check
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Job Knowledge / Ability

- Proven track record in building stakeholder relations (e.g. Government, sponsors and donors).
- Exemplary leadership skills, with the ability to build strong workplace culture, attitudes and behaviours.
- Extensive fundraising and marketing principals in practice, with strong knowledge of the NFP sector.
- Successful leadership and development of a leadership team committed to shaping the organisation in line with Board directions and priorities and driven to deliver the set strategic goals.
- Capability to inspire collaboration, commitment, team building and enthusiasm across an organisation and proactively engage with employees at all levels.
- Demonstrated expertise in negotiating strong commercial outcomes and skilled at bringing a level of commercial pragmatism to business outcomes.
- Understanding and experience leading an organisation of the size and scope of AEIOU with sound financial acumen.
- Previous experience leading an organisation under ongoing funding pressure owing to a changing external landscape and the demonstrated capability to devise a sound and implementable strategic plan that will result in continued financial success.

Competencies

Communication	<ul style="list-style-type: none"> • Exceptional interpersonal and communication skills. • An expert communicator who has demonstrated an ability to engage with people productively across a wide range of disciplines and a broad spectrum of stakeholders.
Teamwork	<ul style="list-style-type: none"> • Leads, develops and articulates AEIOU's: <ul style="list-style-type: none"> • Purpose, Vision, Values • Annual Corporate Plan • Works collaboratively with key stakeholders to translate strategy into meaningful action.
Planning and organising	<ul style="list-style-type: none"> • Successful leadership and development of a leadership team committed to shaping the organisation in line with the Board directions and priorities and driven to deliver the set strategic goals.
Initiative	<ul style="list-style-type: none"> • Exemplifies personal drive and integrity, taking personal responsibility for meeting objectives, showing initiative, and committing energy to ensure that goals are achieved.

