



## Position description

# Chief Executive Officer

### 1. Position

This position is a 3-year contract position, subject to a successful probation period. There is a possibility for renewal at the end of the contract period. This position of Chief Executive Officer is based on the provisions of the Educational Services (Post-Secondary Education) Award 2010.

### 2. Remuneration

The CEO position attracts a salary of \$109,270 plus employer superannuation contributions at the applicable Australia Super Guarantee rate (currently 9.5%).

### 3. Hours of work

38 hours per week. From time to time the incumbent may be required to work for so long as is necessary and reasonable to complete tasks according to the business needs of Adult Learning Australia.

### 4. Termination

During the period of employment either the employee or employer can terminate the employment agreement by advising of same in writing and providing the relevant notice as set out in the Educational Services (Post-Secondary Education) Award 2010.

### 5. Supervision and reporting arrangements

The CEO position is accountable to the ALA Board and managed by the ALA President or Board nominee. The relationship between the Board and the CEO, including reporting obligations, is outlined in the ALA Governance Manual.

### 6. Leave entitlements

The CEO position attracts four (4) weeks (20 days) of paid recreational leave for each year of service, one week of which is to be taken during the Christmas/New Year period when the ALA office shuts down. Leave loading of 17.5% is paid during periods of recreational leave. Accrued recreational leave should not exceed 30 days.

## 7. Duties and responsibilities

Within the limitations outlined in the ALA Governance Manual:

- In conjunction with the ALA leadership team develop and implement an annual operational plan aligned to ALA's strategic goals and objectives.
- Promote ALA's mission and activities to external agencies, government, and the media.
- Ensure appropriate resourcing and secretariat services to the ALA Board.
- Pursue additional projects and independent sources of funding.
- Work collaboratively as a key member of the leadership team of ALA – supporting its operational goals and obligations.
- Establish and maintain strong relationships with key stakeholders, including funding bodies, government and non-government agencies, and other bodies in order to further ALA's strategic plan and mission.
- Strengthen the position of the ACE sector nationally, through advocacy, lobbying, research, writing, policy development and public speaking.

## 8. Qualifications

### Essential

An undergraduate degree in adult education, education, community development or social sciences.

### Preferred

Postgraduate qualifications in adult education, social policy, public policy or research.

## 9. Key selection criteria

- Demonstrated high-level leadership, entrepreneurial and management skills, including the capacity for strategic thinking.
- Strong understanding of the not for profit community sector, peak body and membership-based organisations.
- The ability to work with ALA's governance model.
- High-level knowledge and skills in adult lifelong and life-wide learning, and a commitment to the values of ALA and its mission and vision.
- Demonstrated knowledge of the key policy areas that affect adult learning and adult and community education (ACE), both nationally and at a state level.
- Proven ability to develop policy, including research and analysis, and provide advice on current and emerging trends and issues.
- High-level skills in the development of government submissions, internal and external briefings, advocacy and communication material, media and journal articles, project proposals, conference and seminar presentations and media statements to support the ACE sector.
- Ability to develop and maintain effective partnerships with peak bodies representing adult learning and adult and community education.

- Outstanding communication and interpersonal skills, including the capacity to negotiate effectively with a wide range of stakeholders, and represent the organisation across government, ALA membership, VET and the ACE sector.
- Experience in managing funding including writing successful tenders and grant submissions.
- Demonstrated high-level knowledge and experience in Australian government operations and political processes, and the ability to establish and sustain effective working relationships with relevant government agencies.
- Highly developed understanding of information technology and multimedia platforms including social media.

### Contact details

#### Adult Learning Australia

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#### Approved by

#### Date

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