



## EXECUTIVE DIRECTOR JOB DESCRIPTION

|  |
|--|
| <b>Role Description</b>  |
| <p><b>Title:</b> Executive Director<br/> <b>Location:</b> Canberra, Sydney, Melbourne, Brisbane<br/> <b>Date:</b> September 2020<br/> <b>Employment Type:</b> Full time permanent Role</p>   |
| <p><b>Role summary</b></p> <p>The Executive Director is responsible for managing the affairs of the Chifley Research Centre (CRC). Key areas of accountability include:</p> <ul style="list-style-type: none"> <li>• Increase the resource base of the CRC and increase fundraising.</li> <li>• Develop and manage programs and research.</li> <li>• Effectively communicate the public positions of the CRC.</li> <li>• Manage staff, contractors, stakeholders and reporting relationships.</li> <li>• Adhere and model the values of the organisation.</li> </ul>   |
| <p><b>Reporting &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Reports to:</b> Chair of the Board</li> <li>• <b>Required to:</b> Travel as required</li> </ul>   |
| <p><b>Role Relationships</b></p> <p>Works closely with these stakeholders:</p> <ul style="list-style-type: none"> <li>• National Secretary and staff of the ALP National Secretariat.</li> <li>• Federal Leader of the Australian Labor Party and staff.</li> <li>• Members of the Federal Parliamentary Labor Party.</li> <li>• Leaders of the trade union movement and ACTU.</li> <li>• Likeminded progressive think-tanks in Australia and internationally.</li> </ul> <p>Other interactions:</p> <ul style="list-style-type: none"> <li>• ALP State and Territory Leaders, their staff and MPs.</li> <li>• National Executive of the Australian Labor Party.</li> <li>• State and Territory Branches of the Australian Labor Party.</li> </ul> |
| <b>Core accountabilities</b>   |
| <p><b>Increase the resource base of the CRC and increase fundraising</b></p> <ul style="list-style-type: none"> <li>• Working closely with the Board of Directors develop programs and activities that encourage financial support for the CRC.</li> <li>• Develop and manage relationships with key institutional and individual donors.</li> <li>• Support broader fundraising goals and be accountable to clear KPIs that measure success.</li> <li>• Continue the Chifley Business Supporters Program.</li> </ul>  |
| <p><b>Develop and manage programs and research</b></p> <ul style="list-style-type: none"> <li>• Develop and promote programs (including digital communications) to stimulate a Labor culture of ideas.</li> </ul>  |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Develop and Execute events that showcase CRC as a catalyst for Labor ideas and policy debate.</li> <li>• Working with the Board of Directors and stakeholders in the FPLP, develop public policy positions and research papers for public release.</li> </ul>   |   |
| <b>Effectively communicate the public positions of the CRC</b> <ul style="list-style-type: none"> <li>• Act as a media spokesperson for the CRC.</li> <li>• Develop targeted communications to supporters, especially through digital channels.</li> </ul>   |   |
| <b>Manage staff, contractors, stakeholders and reporting relationships</b> <ul style="list-style-type: none"> <li>• Constructively collaborate with the Board of Directors, colleagues and stakeholders.</li> <li>• Manage contractors and staff effectively.</li> <li>• Demonstrate compliance with all legislation, agreements with funders and the broader regulatory environment.</li> </ul>   |   |
| <b>Adhere and model the values of the organisation</b> <ul style="list-style-type: none"> <li>• Promote and role model the values that underpin the CRC.</li> <li>• Actively support the CRC's commitment to the principles of diversity, inclusion and equal opportunity employment.</li> </ul>   |   |
| <b>Personal Specifications</b>   |   |
| <b>Essential Qualifications, Experience and Knowledge</b> <ul style="list-style-type: none"> <li>• Bachelor Degree or higher in relevant public policy, political science or communications field.</li> <li>• Minimum 4 years previous experience in resource mobilisation and fundraising.</li> <li>• Extensive experience working with the highest levels of government.</li> <li>• Experience communicating complex policy areas.</li> <li>• Project management experience.</li> <li>• Experience managing small teams and contractors.</li> <li>• Knowledge of the ALP, including its values, structures and practices.</li> </ul> | <b>Desirable</b> <p>Qualifications</p> <ul style="list-style-type: none"> <li>• Masters Degree or higher in Public Policy</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Knowledge of social media and digital communications.</li> <li>• Ability to act as a public spokesperson and advocate for policy positions.</li> <li>• Experience working in the not-for-profit sector or with NGOs.</li> </ul> |
| <b>Skills and Attributes</b> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> <li>• Able to prioritise and manage own workload.</li> <li>• Internal stakeholder engagement.</li> <li>• Highly organised.</li> <li>• Attention to detail</li> </ul>   | <b>Other</b> <ul style="list-style-type: none"> <li>• Eligibility to work in Australia</li> <li>• Preparedness to undergo background checks including Criminal records check and qualifications check</li> <li>• Preparedness to undergo an additional working with children check for positions which have been</li> </ul>   |

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>• The ability to communicate progressive public policy in a positive and influential way</li></ul> | <p>identified as having access to Children</p> <ul style="list-style-type: none"><li>• Availability to travel domestically and internationally</li></ul> |
|--|--|

This job description defines the broad accountabilities of this position which may change based on organisational need. Please forward expressions of interest including a CV to [Heather.watkins@cbr.alp.org.au](mailto:Heather.watkins@cbr.alp.org.au) before midnight 9 October 2020.