



# Join us in setting the public policy agenda

## CEO JOB DESCRIPTION

<b>Role Description</b>
<b>Title:</b> Chief Executive Officer (CEO) <b>Location:</b> Sydney <b>Date:</b> November 2020 <b>Employment Type:</b> Full time permanent role <b>Salary:</b> \$120,000 - \$150,000
<b>Role summary</b> The CEO is responsible for managing the affairs of the McKell Institute. Key areas of accountability are: <ul style="list-style-type: none"><li>• Maintain and increase the resource base of the Institute</li><li>• Develop and manage programs and research</li><li>• Effectively communicate the public positions of the Institute</li><li>• Manage two Executive Directors (Victoria &amp; Queensland based), staff, contractors, stakeholders and reporting relationships</li><li>• Adhere to and model the values of the organisation</li></ul>
<b>Reporting &amp; requirements</b> <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>
<b>Role relationships</b> Works closely with these stakeholders: <ul style="list-style-type: none"><li>• 40+ corporate members from a range of sectors and industries</li><li>• 20+ trade union members</li><li>• 5+ community/charitable organisations</li><li>• NSW Cabinet and Shadow Cabinet, Federal Cabinet, Shadow Cabinet</li><li>• Academics, researchers, thought leaders</li><li>• Likeminded progressive thinktanks in Australia and internationally</li><li>• Media organisations</li></ul>
<b>Core accountabilities</b>
<b>Maintain and increase the resource base of the institute and increase fundraising</b> <ul style="list-style-type: none"><li>• Working closely with the Board of Directors to develop programs and activities that encourage financial support for the Institute</li><li>• Develop and manage relationships with key institutional and individual members and donors</li><li>• Develop and manage a plan to increase the financial stability of the Institute</li><li>• Support broader fundraising goals and achieve clear KPIs that measure success</li></ul>
<b>Develop and manage programs and research</b> <ul style="list-style-type: none"><li>• Develop and promote programs (including digital communications) to stimulate a culture of ideas</li><li>• Develop and execute events that showcase the Institute as a catalyst for progressive ideas and policy debate</li><li>• Working with the staff, Board of Directors and stakeholders, develop public policy positions and research papers for public release</li></ul>



# Join us in setting the public policy agenda

<p><b>Effectively communicate the public positions of the Institute</b></p> <ul style="list-style-type: none"> <li>• Act as a media spokesperson for the Institute</li> <li>• Develop targeted communications to supporters, especially through digital channels</li> </ul>	
<p><b>Manage staff, contractors, stakeholders, and reporting relationships</b></p> <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>	
<p><b>Adhere to and model the values of the organisation</b></p> <ul style="list-style-type: none"> <li>• Promote the values that underpin the Institute</li> <li>• Actively support the Institute’s commitment to the principles of diversity, inclusion and equal opportunity employment</li> </ul>	
<p><b>Personal Specifications</b></p>	
<p><b>Essential qualifications, experience and knowledge</b></p> <ul style="list-style-type: none"> <li>• Bachelors Degree or higher in relevant public policy, political science or communications field</li> <li>• Previous experience in resource mobilisation and fundraising</li> <li>• Experience working with the highest levels of state or federal government (or opposition)</li> <li>• Experience in communicating complex policy areas</li> <li>• Project management experience</li> <li>• Experience managing small teams and contractors</li> </ul>	<p><b>Desirable</b></p> <p>Qualifications</p> <ul style="list-style-type: none"> <li>• Masters Degree or higher in public policy-related field (completed or ongoing)</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>
<p><b>Skills and Attributes</b></p> <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> <li>• Ability to advocate progressive public policy in a positive and influential way</li> </ul>	<p><b>Other</b></p> <ul style="list-style-type: none"> <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 identified as having access to children</li> <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 [mckell@mckellinstitute.org.au](mailto:mckell@mckellinstitute.org.au) before close of business Friday, 13<sup>th</sup> October 2020.