

The Committee for Adelaide is seeking Expressions of Interest for the role of Chief Executive Officer

The Committee for Adelaide, a think tank focused on identifying solutions to grow South Australia's economy is looking for its first full-time CEO.

Established in 2013, the Committee for Adelaide is not your run-of-the-mill think tank and we certainly are not a single industry association.

Our membership ranges from Big 4 accounting firms through to restaurant owners and we support organisations like The Mill. The glue that binds us all together is a love of our city and a commitment to the State's future.

We are cut from a different cloth and that is who we are looking for to step into the role of CEO. This is not a blue pin stripe suit organisation, the person we are seeking needs to be energetic, have a passion for Adelaide and its future, and have a commitment to our members.

We have no preconceived ideas as to where this person will have come from in terms of job or background and are open to all those that want to work with passionate South Australians to make our great state even better.

The Committee for Adelaide has been growing and our voice is respected. Now we are on the hunt for the right person to lead the organisation during its next phase of growth. The next few years are going to be both challenging and exciting for SA and it is important that the Committee for Adelaide plays a leadership role in shaping the future of the state.

The CEO will represent the interests of the Committee for Adelaide and manage the affairs of the organisation. Key responsibilities include; organisational development and strategy, policy, membership and budgeting, advocacy and external relationships, public affairs and media.

People interested in applying or finding out more can email info@committeeforadelaide.org.au

Position Description

Chief Executive Officer, Committee for Adelaide

Position:	Chief Executive Officer, Committee for Adelaide
Location:	Adelaide
Reports To:	Chairman and Board
Direct Reports:	Nil.
Salary:	Salary of up to \$90,000 pa incl. KPI membership bonuses to \$150k incl.

Position Purpose:	Represent the interests of the Committee for Adelaide and manage the affairs of the organisation. The Committee for Adelaide is a non-partisan economic think tank that represents the interests of its members.
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Scope	
Key Internal Relationships:	Chairman and Board. Chairs of PAGs.
Key External Relationships:	Relevant federal and state ministers, shadow ministers and their advisers. Relevant federal and state government agencies. Members. Other Committees located around the country. Other relevant advocacy and industry groups. Media.

Key Tasks and Responsibilities		
Key Responsibility Areas (KRAs)	Key Tasks (KTAs)	Measure of Success (KPIs)
Management and Governance	Set the overall strategy for the Committee for Adelaide (with the Board). Develop and deliver an annual business plan and budget. Drive relevant member committees. Make a positive contribution to the governance of the organisation.	Clarity of and member support for business plan. Delivery of budget. Effectiveness of committees. Contribution to Board.
Policy Development	Develop strategic policy positions based on agreed policy areas. Respond to policy proposals. Commission relevant public policy research.	Quality of policy positions (industry support; rigorous, innovative and achievable solutions). Quality of submissions. Timeliness of submissions.

	Ensure close member input to policy development.	Effectiveness of member input,
Advocacy	<p>Develop and deliver advocacy strategies in support of policy objectives.</p> <p>Represent the organisation on government committees and fora.</p> <p>Develop and maintain close relationships with relevant policy makers at the federal and state levels.</p> <p>Utilise alliances in support of advocacy objectives.</p>	<p>Advocacy outcomes achieved.</p> <p>Quality of relationships.</p> <p>Political recognition.</p> <p>Representation on relevant bodies and boards.</p>
Public Affairs	<p>Design and deliver Committee for Adelaide image campaigns.</p> <p>Act as the public face of Committee for Adelaide including in the media and at public events.</p> <p>Develop and deliver relevant member and external communication items.</p>	<p>Effectiveness of campaigns.</p> <p>Quality of media comment.</p> <p>Number of media hits.</p> <p>Effectiveness of speaking engagements.</p> <p>Quality of communication materials.</p>
Commercial Member Services	<p>Deliver the organisation's business activities and budgets, including:</p> <ul style="list-style-type: none"> • membership retention and attraction; and • member engagement events. 	<p>Achievement of budget targets.</p> <p>Membership retention.</p> <p>Member satisfaction.</p> <p>New member growth.</p>
Core Competencies		
Competencies	Definition	
Business Understanding	Understand the Committee for Adelaide's vision and strategy and how this can be delivered throughout the organisation. View things from a broad and whole-of-organisation perspective. Keep up to date with the external market and political environment to stay ahead of competitors.	
Enterprising	Maintain and enhance the Committee for Adelaide's success by developing and implementing the organisational structure, business strategy and long-term goals to support strategic initiatives. Proactively respond to business opportunities and threats.	
Managing a Business	Develop the Committee's processes and structure. Champion change and ongoing innovation by looking for alternative ways of doing things. Controlling and managing revenue and cost budgets for the organisation.	
Networking	Identify potential business partners via formal and informal networks to establish strategic relationships that are valuable to the organisation.	

Organisational Ownership	Take personal ownership for the results of the organisation. Keep up-to-date with the market. Delegate work and drive accountability to appropriate levels to achieve results.
Technical	Use of IT and data sources. Public Speaking.

Person Specification	
Experience	<ul style="list-style-type: none"> • Excellent understanding of the political and policy development processes. • Strong understanding and experience in policy development. • Media and public speaking experience.
Knowledge	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, including interpersonal, negotiation and advocacy skills. • Strong skills in strategic and creative problem solving. • Demonstrated ability to work across teams. • Demonstrated ability to develop and maintain networks. • Demonstrated ability to lead and work in a small team environment.
Education	Undergraduate degree in politics, public affairs, economics, law or similar.
Associations/Memberships	None.
Physical & environmental demands	On call 24/7; travel; stakeholder engagement outside normal work hours.
Other Role Related Guidance	Employment Contract.