

Islamic Council of Victoria Inc Chief Executive Officer (CEO) Job Description

Job title:	Chief Executive Officer (CEO)
Business Unit:	Islamic Council of Victoria (ICV)
Location:	Victoria
Category:	Contract
Mode:	Full time
Duration:	12 Month, renewable
Reports to:	Executive Committee (EXCO)
Supervises:	All non-executive committee personnel
Shared Service:	No
Incumbent:	Rowan Gould

Job statement

Under no supervision but subject to periodic EXCO overview, will be accountable to the EXCO for all aspects of the governance and development of ICV, both operational and strategic. Will directly lead, manage and/or supervise all the activities and resources of the ICV. Will champion the process of identifying and guiding the EXCO towards crystallising a high-quality vision for the ICV that recognises present, emerging and envisaged stakeholders, opportunities and threats. Will institutionalise this vision by developing and successfully implementing robust and effective policies, processes and structures. Will provide leadership to all units of the ICV. Will champion the transformation of the ICV organisational culture to that compatible with the vision.

Job responsibilities

Leadership and Integrity

1. Will demonstrate leadership values and integrity in all aspects of leading the ICV;
2. Will set the 'pace and tone' for the ICV and inspire performance of personnel;
3. Will foster a corporate culture that promotes professionalism, quality achievement, personnel development, ethical practices and individual integrity;
4. Will externally represent the ICV in a way that enhances and maintains its reputation;
5. Will maintain a positive and ethical working environment that is conducive to attracting, retaining and motivating a diverse group of quality personnel at all levels;
6. Will ensure that the decision making processes throughout the ICV are transparent and compliant with the ICV's policies and procedures;

Corporate Strategies and Objectives

7. With the input of key internal and external stakeholders, will re-develop a high-quality vision for ICV that recognises existing, emerging and envisaged opportunities and threats;
8. With the input of internal stakeholders, will augment ICV policies, processes and structures as directed by the EXCO from the long-term business plan and strategies that lead to the creation of superior stakeholder value;
9. Will develop and recommend to the EXCO annual business plans and budgets that support the ICV long-term business plan and strategies;
10. Will recommend to the EXCO and, following their approval by the EXCO, consistently strive to achieve the ICV financial and operating goals and objectives;
11. Will keep the EXCO fully informed in a timely and candid manner of the progress of the ICV towards the achievement of its established goals and of all material deviations from the goals or objectives and policies established by the Board;
12. Will oversee that the day-to-day business affairs of the ICV are appropriately managed;
13. Will oversee the ICV's achievement and maintenance of a superior corporate image with all its stakeholders;

14. Will plan and direct all investigation and negotiation pertaining to all projects, ventures, material acquisitions of businesses, or the sale of major assets, and obtain EXCO approval to material transactions;
15. Will ensure that the health, safety, environmental regulations and other policies of the ICV, are implemented;

Funds Management

16. Will ensure that the ICV has always sufficient liquidity on hand to satisfy all its debt obligations, whenever they fall due;
17. Will ensure that the ICV has sufficient sustainable funding to continually offer its core services;
18. Will be accountable to the EXCO for ensuring that the ICV has sufficient funding to successfully realise its longer term business plans and vision;
19. Will ensure that all acquisitions and outflows of monies undertaken by the ICV, are commercially and ethically the most advantageous to the ICV and within agreed planning/budgetary limits;
20. Will ensure that all of the ICV's assets maintained so as to maximise their utility and value at all times;
21. Will ensure continuous and comprehensive initiatives are undertaken to explore all avenues for securing new funding for the activities of the ICV;

Stakeholders

22. Will identify all external and internal stakeholder groups and develop strong networks based around mutual understanding, ease of communication and leverage;
23. Will identify key individuals within the ICV sphere of interest and strive to build personal and organisational lines of communication and understanding;
24. Will ensure that the ICV's policies and decisions are studiously non denominational and free from all forms of unlawful bias;
25. Will monitor and remain mindful of stakeholder sentiment and general public opinion;

Risk Management

26. Will ensure that appropriate policies, processes and systems are implemented to identify and manage the principal risks of the ICV;
27. Will oversee, and take steps to implement and enhance where necessary, reliable internal control systems within the ICV;
28. Will take action, as required, to protect and enhance the ICV's assets and stakeholder interests;

Communications and Reporting

29. Will provide the EXCO with timely, accurate and honest information in whatever format requested on any aspect of the ICV;
30. Will ensure that all of the ICV's statutory reporting and disclosure requirements are satisfactorily complied with;
31. Will respect the EXCO's independence, including discussing major financial, strategic, relational or other commitments with the EXCO before they are made, and respecting unrelated EXCO members need to meet independently;
32. Will ensure that the ICV has a robust and effective system of communication throughout all its business units and operations;
33. Will ensure the information communicated to the public is restricted to only that authorised by the EXCO;
34. As and when required, will serve as a spokesperson for the ICV;

Job environment

- o Annual remuneration to be negotiated
- o Paid sick leave & annual leave as per minimum WPRA requirements.
- o Superannuation @ prevailing SGC rate
- o Access to Salary Packaging
- o 1-year renewable contract
- o Full time, continuing mode
- o Would involve responsibilities to be attended to outside of normal business hours.

Essential job competencies

- o Tertiary qualification/s (to a minimum undergraduate level) in Business Administration or equivalent (recognised in Australia).
- o 4 – 7 years experience in a commercial environment in Australia; at least 3 years in a role managing people and processes
- o Sound appreciation and understanding of the social and political issues confronting the Victorian Muslim community
- o Demonstrated outstanding leadership and motivational capabilities
- o Strong organisational & administrative skills; including a track record in managing change.
- o Sound financial management skills.
- o Awareness of regulatory framework applicable to the ICV operating environment.
- o Demonstrated commitment to continuous improvement, teamwork and leadership by example.
- o Strong customer relations, communications and influencing skills
- o Proven ability to build & maintain cross-cultural networks and relationships
- o Fluent and assured communication skills and public speaking manner in English
- o Computer literacy
- o Proven ability to work autonomously

Desirable job competencies

1. Fluency in a relevant second language.
2. A proven ability to manage change.

Key result areas and performance standards

Key Result Area	Performance Standard
To be Agreed	<ul style="list-style-type: none"> • To be Agreed