

Position Description: Chief Executive Officer

Established in 1988, the Australasian College of Road Safety, based in Canberra, is Asia-Pacific's leading membership association for road safety professionals, advocates, and members of the public who are focused on saving lives and serious injuries on our roads. We are an incorporated association established under the *Associations Incorporation Act 1991 (ACT)*.

Our Vision:

The elimination of fatal and serious injury on the road.

Our Purpose:

To support our members in their efforts to eliminate serious road trauma through knowledge sharing, professional development, networking and advocacy.

Our Objectives:

- To provide a common meeting place and collaborative college available to all participants and stakeholders in road safety
- To share road safety knowledge and promote further research and evaluation to deepen the road safety knowledge base
- To promote and support professional development and networking in pursuit of our overall objective
- To promote a collegial and collaborative climate amongst all those with responsibilities for and working in road safety
- To actively foster greater communication, cooperation and support amongst all groups and individuals working in road safety
- To support members in improving relative safety outcomes for vulnerable demographic and user groups within the community
- To promote post-crash policies and practices which support our other objectives
- To promote road safety as a critical organisational objective within government, business and the community
- To promote and advocate policies and practices that support a harm elimination agenda within society.

College membership includes individuals and organisations involved in all areas of road safety including policy makers, academics, community organisations, researchers, federal, state and local government agencies, private companies and members of the public.

The College has had considerable success in recent years in pursuing road safety reform and is highly regarded as an important and influential organisation. The role of the College continues to strengthen and many opportunities will arise to expand its effectiveness.

The CEO position is vital in creating an environment where change is accelerated towards the elimination of fatal and serious injuries on the road, and critical road safety targets are achieved.

Responsibilities

The CEO is responsible to the Executive Committee for the management of the College's day to day affairs in achieving the College's objectives. This full-time position based in Canberra includes direct supervision of College staff, comprising up to 8 full and part-time staff (including key contractors).

The CEO will work without direct supervision but will liaise regularly with the College President, and other Office Holders as required.

Under the guidance of the Executive Committee, the CEO will assist in the development of College road safety policies and will conduct substantial communication and advocacy programs. These programs will ensure that the voice of the College and its membership is heard. Management and supervision of the annual Australasian Road Safety Conference is a highlight on the College's calendar.

As a membership organisation, sound financial management, business development and building sustainable income streams are vital responsibilities. The CEO will develop strategies to ensure the College remains a successful, financially viable and effective organisation.

Candidate Profile

The successful candidate will need to:

- be an experienced leader, influential, and enthusiastic about road safety and the role the ACRS plays. The person will preferably have significant senior management experience and ambition to expand it further;
- be a strategic thinker with high level communication and relationship management skills, have excellent judgement, good business acumen and an entrepreneurial outlook. In consultation with members, they will be able to establish strategies and then oversee their timely delivery;
- have a demonstrated capacity to work with and influence policy makers and senior executives in all levels of Government and the private sector;
- have a demonstrated ability to work collaboratively with a wide variety of stakeholders;
- be able to work productively with a wide range of volunteers, from leaders in their field to early-stage professionals, ensuring results but with due regard for competing priorities faced by volunteers;
- be Canberra based, able to lead a small team with energy and empathy, happy to be in a not-for-profit environment and can think and operate locally and globally;
- be a focussed individual, with integrity, discipline, a considered sense of urgency, a good team player and willingness to be innovative; and
- have a tertiary degree in a relevant field.

Duties

The key duties may include but are not necessarily limited to:

Management & Governance

- In consultation with the Executive Committee, develop and manage the College's strategic and operational plans and budgets;
- Provide secretariat support for and report regularly to the Executive Committee (and sub-Committees as appropriate);
- Hold the position of Public Officer of the College and ensure compliance with all relevant laws and that statutory obligations are met;
- Develop and implement strategies to attract new members, retain existing members and provide relevant support and services to members.

Finance & Administration

- Ensure that the financial and other assets of the College are managed responsibly and be a signatory for the College's bank accounts;

- Responsible personally or by oversight of staff for the day-to-day administration at the College's office;
- Initiating processes that will build a sustainable income stream for the College, including identification of, and application for, suitable grants;
- Secure funding for College activities by liaising with potential sponsors.

Stakeholder Engagement & Advocacy

- Representing the College to Government, business and the community, in conjunction with or under the guidance of members of the Executive Committee and other College specialists;
- Engage actively with Chapters of the College;
- Travel interstate / internationally as required by the Executive Committee for College activities and other road safety events.

Communications

- Develop and implement effective communication strategies;
- Planning, organising and delivering College events such as conferences, seminars and the like;
- Provide information to members as required, including distribution of the College Weekly Alert, Journal and College Library resources; and
- Oversee management of the College's website and associated systems.

Remuneration

The CEO position is full-time and based at the College offices in the suburb of Pearce, Canberra. The remuneration package including superannuation totals AUD \$150,000 per annum.

The successful candidate will be offered a 3-5 year employment contract which will include a 6 months probationary period.

Applications

Applications must include:

- Covering letter (no more than 3 pages) detailing suitability with reference to the Candidate Profile;
- Curriculum vitae

Referee details for short-listed applications can be provided at interview.

Applications (marked confidential) should be sent via email to:

Mr Martin Small
President ACRS
ceo@acrs.org.au

Closing Date: 16 February 2021