

# Position description



Environment Institute  
of Australia and  
New Zealand Inc.

<b>Title</b>	<b>Executive Officer</b>
<b>Reporting to</b>	EIANZ Board
<b>Salary</b>	\$90,000 - \$95,000 pa + superannuation
<b>Type</b>	Full-time, three-year contract (with possibility of extension)
<b>Location</b>	EIANZ Central Office 3/255 Whitehorse Road Balwyn Victoria 3103

## About the EIANZ

The Environment Institute of Australia and New Zealand (EIANZ) is a not-for-profit, professional association with a multi-disciplinary membership. The Institute promotes and supports excellence in environmental practice. We represent over 2,500 members and Certified Environmental Practitioners, all of whom are accountable under the EIANZ Code of Ethics and Professional Conduct.

We are now looking to appoint a new Executive Officer, who is the most senior employee at the Institute. The role is dynamic, challenging and rewarding.

## Role

The purpose of the Executive Officer position is to support the EIANZ Board to fulfil its strategic and governance responsibilities, and to manage the resources and day to day operations of the Institute. The role involves substantial autonomy, under the direction of the Board, and leadership of a small team of Institute staff.

The role requires engagement across all organisational units of the Institute, including other staff, volunteers, contractors and members, and with external stakeholders. In particular, the role requires coordination and liaison with Australian Divisions, the New Zealand Chapter, Special Interest Sections, the Qualifications Accreditation Scheme and the Certified Environmental Practitioner Scheme.

## Key duties and responsibilities

- Coordinate and provide support to the EIANZ Board and other governance groups including:
  - Preparing and circulating agendas, minutes and papers.
  - Maintaining an accurate and up to date record of all Board papers, correspondence and actions.
  - Liaising with Board members to ensure the Institute's operations are conducted efficiently and effectively.
  - Arranging logistics for Board meetings and communications.
  - Assisting in the preparation of strategic annual work plans and budgets.

- Oversee the activities of the Institute to help ensure that it meets all its corporate governance and compliance requirements, and operates effectively and efficiently on a day to day basis.
- Oversee the provision of quality services to members and manage the Institute's membership management systems.
- Oversee the provision of high level and targeted communications to internal and external stakeholders, including notices, reports, letters and presentations.
- Lead and contribute to major projects and initiatives that support the achievement of the Institute's strategic direction and operational objectives, including reforms of system and processes.
- Lead significant Institute processes that require a high level of discretion and handling of confidential information, including:
  - Reviewing complaints received against members and certified environmental practitioners.
  - Overseeing the biannual Board election process, which may involve acting as the Returning Officer for the elections.
- Manage the Institute's Central Office team, including recruitment and performance.

## Selection criteria

- **Governance skills** | Significant experience in the provision and understanding of governance support, preferably in a not-for-profit or member-based setting.
- **Communication** | Highly developed oral and written communication skills, a high level of interpersonal and negotiation skills, and the ability to produce high-level communications materials.
- **Working with people** | Proven ability to lead and manage teams, to build positive stakeholder relationships, and to liaise, engage and work collaboratively with colleagues and stakeholders at all levels across Australia and New Zealand.
- **Problem solving** | High level analytical and problem-solving skills, demonstrated experience in identifying issues and risks, and implementing innovative solutions.
- **Financial management** | Demonstrated financial management skills and experience in developing strategic and detailed budgets, budget oversight, consolidated reporting and auditing.
- **Customer service** | Demonstrated experience and expertise in providing a high level of customer service, with a focus on continuous improvement.
- **Time management and organisational skills** | Demonstrated focus on accuracy and attention to detail whilst working to tight deadlines, experience in managing projects, and managing information and organisational management systems.

## About you

### Qualifications and experience

The ideal candidate will have:

- Relevant tertiary qualifications.
- At least 5 years' experience in a management role.
- Experience working in a member based, not-for-profit organisation.
- Experience in, or an understanding of, the environment profession.

### Personal attributes

We're looking for someone who is:

- Collaborative, supportive and inclusive.
- Ethical, discrete, accountable and professional.
- Innovative, flexible and proactive.

### Other requirements

Willingness to work outside of standard business hours and travel within Australia and New Zealand, particularly to attend the annual Institute conference and Board meetings.

## What we offer

The EIANZ is committed to being an employer of choice, and to encouraging a diverse and flexible workforce. People of all genders, people from diverse cultural and ethnic backgrounds, people with carers responsibilities, people with disability and people who identify as LGBTIQ are encouraged to apply.

While the role is advertised as full time, we also encourage applications from people who would prefer part-time arrangements, which could be negotiated with a preferred candidate.

The successful candidate will have access to:

- Modern offices in Melbourne.
- Flexible working arrangements.
- Training and professional development.

## To apply

To apply please provide your CV and a statement of up to two pages addressing the selection criteria. Applications must be emailed to [office@eianz.org](mailto:office@eianz.org) by 11:59pm AEST on **Monday 25 June 2018**.

## For more information

For general information visit our website at [www.eianz.org](http://www.eianz.org). To discuss the role, please contact Paul Keighley, EIANZ Secretary, via [secretary@eianz.org](mailto:secretary@eianz.org) or +61 (0) 415 983 330.