

Position description



Environment Institute
of Australia and
New Zealand Inc.

Title	Executive Officer
Reporting to	EIANZ President
Salary	\$128,750 pa + superannuation
Type	Full-time
Location	Melbourne, Victoria

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 3,000 members and Certified Environmental Practitioners, all of whom are accountable under the EIANZ Code of Ethics and Professional Conduct.

Role

The Executive Officer is the most senior employee at the Institute and the role is dynamic, challenging and rewarding. They lead a small team based in our Melbourne office, and we have hybrid working arrangements.

The Executive Officer supports the EIANZ Board to fulfil its strategic and governance responsibilities, and manages 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 staff and contractors. The role requires engagement across all organisational units of the Institute, including other staff, volunteers, contractors and members, and with external stakeholders.

Key duties and responsibilities

- Lead, influence 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.
- 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.
- Lead interactions with organisational business units of the Institute to ensure a cohesive and integrated approach of our operations.
- Oversee the provision of support to the EIANZ Board and other governance groups, particularly as the governance of the organisation continues to evolve and mature.
- Manage the Institute's Central Office team, including resource planning, managing the forward workplan and priorities, recruitment and performance.
- Oversee the preparation of the Institute's Central Office work plans and budgets.
- Oversee the provision of quality services to members and management of the Institute's systems.
- Oversee the provision of high level and targeted communications to internal and external stakeholders.

- 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.

About you

Skills

- **Working with people** | Proven ability to manage teams and to build positive stakeholder relationships, and the ability to liaise, engage and work collaboratively with colleagues and stakeholders at all levels across Australia and New Zealand.
- **Change management** | Demonstrated ability to lead successful organisational change initiatives.
- **Communication** | Highly developed oral and written communication skills, and a high level of interpersonal, influencing and negotiation skills.
- **Problem solving** | High level analytical and problem-solving skills, demonstrated experience in identifying issues and risks, and implementing innovative solutions.
- **Financial** | Demonstrated financial administration and management skills.
- **Governance** | Experience in the provision and understanding of governance support, preferably in a not-for-profit or member-based setting.
- **Organisational** | Ability to manage a complex work program with competing priorities, and ability to manage business systems.

Qualifications and experience

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

Personal attributes

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

What you can expect

This is a full-time role, with some work outside of standard business hours and travel within Australia and New Zealand required, particularly to attend the annual Institute conference and Board meetings. We also support flexible work arrangements to enable good work life balance.

Applications close Monday 5 June 2023 at 11:59pm