

# Position Description

## Chief Executive Officer



### Position details

<b>POSITION TITLE</b>	Chief Executive Officer
<b>TEAM / UNIT</b>	Lirata Ltd
<b>BASE LOCATION</b>	Naarm (Melbourne)
<b>POSITION TYPE</b>	Ongoing
<b>HOURS</b>	Full-time
<b>REMUNERATION</b>	\$127,000 to \$140,000 commensurate with experience, plus superannuation
<b>REPORTS TO</b>	Board

### Introducing Lirata

Lirata Ltd ([www.lirata.com](http://www.lirata.com)) is a small, independent not-for-profit organisation based in Naarm (Melbourne), Australia. We acknowledge the Traditional Owners of the lands and waters throughout Australia on which we work. We pay our respects to their Elders past and present and to emerging leaders, and acknowledge that sovereignty was never ceded.



#### Our vision

A socially just world in which power, resources and opportunities are shared equitably, all people are fully valued and included, and people live sustainably and free from violence, abuse and exploitation.



#### Our purpose

**Lirata is a social justice multiplier.** Through consulting and capacity building, we strengthen the ability of organisations with a charitable or social purpose to achieve socially just outcomes for communities.



#### Our values

- Integrity
- Learning
- Collaboration & community
- Positive effective change

Lirata supports the work of individuals and organisations who are responding to those in need. We partner widely to develop constructive solutions to social issues. We specialise in the health, community services, education and development sectors, within Australia and internationally.

To achieve positive change, Lirata works with a wide range of organisations with a charitable or social purpose, including government, service providers, peak bodies and advocacy organisations. We assist our project partners to:

- Become more **effective** in their work towards social inclusion, health and wellbeing
- Become more **sustainable**, so that they can continue their social purpose work in the long term
- Become more **ethical and empowering** in their approaches, ensuring that equity remains a priority.

We are a **social enterprise**, delivering our work through consultancy, capacity building and systems advocacy. We assist our partner organisations with monitoring and evaluation, organisational and program review, strategic and operational planning, organisational development, data systems development, training and mentoring. We also develop new approaches, tools and frameworks for social justice work.

Our history in the sectors in which we work spans more than three decades. Our consulting practice was established in 2010. We are constantly growing, developing and exploring new possibilities. We invite you to work with us to help build a better world.

### What Lirata can offer you

- The opportunity to lead a high-performing team, using innovative and best practice consulting methods
- A fulfilling opportunity to contribute to positive social impact
- A workplace with strong lived social justice values
- A very positive, welcoming and collaborative culture where all staff feel valued and included
- A hybrid position with a mix of work from home, and office-based work.
- Capacity of flexible work arrangements

### Position overview

As Lirata's Chief Executive Officer (CEO), you will oversee all aspects of Lirata's operations. You are the linkage point between the Board and the operational organisation, and receive delegated authority from the Board for operational matters. You manage staff of the organisation and delegate responsibilities to other staff to enable the organisation's work and functions to occur.

Your responsibilities fall into five main areas:

- Ensuring the operational implementation of Lirata's strategic plan, to achieve the organisation's purpose and strategic directions while remaining financially sound
- Overseeing Lirata's business activities including consultancy, capacity building and social justice projects
- Overseeing the recruitment, contracting, management, development, performance review and (where necessary) termination of staff
- Establishing and implementing policies and systems across all areas of management and corporate systems, including human resources, finance, risk and compliance, knowledge management, infrastructure, communications and other areas
- Providing information, advice and support to the Board to enable it to properly fulfill its governance role.

Lirata is a small organisation with around ten core staff plus a number of Associates, and has limited hierarchy and capacity for corporate services and management functions. You work directly with:

- The Board Chair, Deputy Chair and other Board members to manage the business of the Board
- Senior Consultants to manage Lirata's staff and business activities
- The Administration Coordinator to manage Lirata's corporate service functions.

Recognising that the CEO provides expertise across a range of areas, you will provide a sounding board and a point of feedback for other staff on decisions within their scope of work, and will assist to manage high-risk project issues when required.

The CEO role covers many areas. It requires you to be adept at juggling multiple demands, planning and prioritising work, and coordinating the work of others to achieve the outcomes needed. Lirata operates as a social enterprise and the position also requires you to have an entrepreneurial approach and the skill and drive to build our business and successfully establish new areas of work.

## Accountabilities

AREA	ACCOUNTABILITIES
Purpose and planning	<ul style="list-style-type: none"> <li>• Establish and implement policies and systems for planning, decision making and accountability with the organisation, consistent with contemporary good practice</li> <li>• In collaboration with the Board lead Lirata’s strategic planning when due</li> <li>• Implement Lirata’s strategic plan to achieve the organisation’s intended purpose and strategic directions</li> <li>• Develop, implement and regularly update Lirata’s operational plan</li> <li>• Report to Board on progress against the strategic plan and operational plan</li> </ul>
Financial management and infrastructure	<ul style="list-style-type: none"> <li>• Establish and implement policies and systems for financial and asset management of the organisation, consistent with contemporary good practice</li> <li>• Develop Lirata’s annual budget and regularly monitor performance against budget</li> <li>• Ensure that the organisation maintains solvency</li> <li>• Provide detailed financial reports to Board monthly</li> <li>• Ensure that the organisation’s assets and infrastructure are secure, protected from unauthorised access, well maintained and appropriate for the organisation’s objectives</li> </ul>
Risk management and compliance	<ul style="list-style-type: none"> <li>• Establish and implement policies and systems for Work Health &amp; Safety, risk management and compliance, consistent with contemporary good practice</li> <li>• Identify and assess risks, and apply relevant controls to minimise harm to the organisation, its personnel and the community</li> <li>• Consult with the Board on all risks rated High or Critical</li> <li>• Maintain effective plans and systems for business continuity</li> <li>• Ensure that Lirata remains compliant with all applicable legislative, regulatory and other compliance requirements</li> </ul>
Human resources	<ul style="list-style-type: none"> <li>• Establish and implement policies and systems for human resource management, consistent with contemporary good practice</li> <li>• Oversee the recruitment, contracting, management, performance review and (where necessary) termination of staff, including employees, contractors and volunteers</li> <li>• Ensure that appropriate arrangements are in place for staff support, learning and development</li> <li>• Directly supervise the work of selected staff including Senior Consultants and the Administration Coordinator</li> <li>• Maintain a healthy and positive workplace culture that is free of bullying, harassment and discrimination</li> </ul>
Service delivery	<ul style="list-style-type: none"> <li>• Establish and implement policies and systems for management of Lirata’s services and projects, consistent with contemporary good practice</li> <li>• Maintain oversight of Lirata’s service delivery portfolio and maintain accountability of staff for delivery of high quality consultancy, capacity building and social justice projects</li> <li>• Provide advice and support to staff on service delivery matters</li> </ul>

AREA	ACCOUNTABILITIES
	<ul style="list-style-type: none"> <li>• Manage high-risk project issues where required</li> </ul>
Business development	<ul style="list-style-type: none"> <li>• Develop new areas of business and foster new opportunities for Lirata to deliver services and projects</li> <li>• Oversee Lirata’s marketing and sales strategy and provide input to tenders and proposals</li> </ul>
External relationships	<ul style="list-style-type: none"> <li>• Develop partnerships that advance Lirata’s intended strategic directions</li> <li>• Represent the organisation to external stakeholders and the public</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Provide timely support and advice to the Board to enable it to perform its governance role</li> <li>• Provide regular, clear and concise reports to Board on operational matters</li> </ul>
Additional responsibilities	<ul style="list-style-type: none"> <li>• Manage Lirata’s engagement in contracts and agreements</li> <li>• Ensure sound knowledge management and communication processes within the organisation</li> <li>• Establish all other operational policies and systems required for the effective management of the organisation, and take all actions necessary to implement these policies and systems</li> <li>• Foster innovation and continuous quality improvement across all aspects of Lirata’s work</li> <li>• Communicate and collaborate in a professional, positive and effective manner with Lirata’s Board, staff and stakeholders.</li> </ul>

## Key selection criteria

### Qualifications

STATUS	CRITERIA
Essential	1. A tertiary qualification in an area of relevance to Lirata’s work
Desirable	2. A tertiary qualification in management or leadership 3. Demonstrated commitment to ongoing professional development

### Knowledge, skills and experience

STATUS	CRITERIA
Essential	4. Demonstrated track record of success in Executive or senior management roles 5. Excellent knowledge of contemporary good practice in governance and management, including across a range of corporate service areas 6. Demonstrated track record of successful financial management of organisations or organisational units 7. Demonstrated skill in effective leadership and management of staff teams, achieving high performance while maintaining positive culture 8. Demonstrated track record of success in managing complex projects

STATUS	CRITERIA
	9. Excellent analytical, problem-solving and communication skills
Desirable	10. Experience in delivering and/or managing consultancy services 11. In-depth knowledge of health, community services and related sectors 12. Demonstrated success in managing a business, which could include a social enterprise or for-purpose business

### Personal qualities

STATUS	CRITERIA
Essential	13. Demonstrated commitment to social justice. 14. Entrepreneurial approach and a solution-focused mindset. 15. A strongly conscientious approach to work, with high levels of initiative, focus and personal organisation. 16. Flexibility and ability to accept and learn from feedback and experience. 17. Collaborative ethos and ability to work positively and effectively in teams. 18. Outstanding attention to detail.

### Other important information

- We are an equal opportunity employer. We recruit for diversity, as well as skills and organisational fit.
- Lirata is a LGBTIQ+ inclusive and supportive organisation.
- We value cultural diversity and welcome people from all backgrounds.
- People from Aboriginal and Torres Strait Islander backgrounds are encouraged to apply for roles with Lirata.
- Terms and conditions for employees are in accordance with the National Employment Standards.
- Appointment is subject to satisfactory completion of referee checks, a Vulnerable Persons Check (e.g. Working with Children Check) and a National Police Record Check.
- Standard work hours are 9.00am – 5.00pm, however we have strong capacity for flexible work arrangements. This position will involve a mix of work from home, and office-based work.
- This position may require periods of regional and interstate travel.
- Lirata strongly encourages all staff to be fully vaccinated against COVID-19 (unless medical exemptions apply).
- All appointments are subject to a 6 month probationary period with a formal 3 and 6 month review. Successful completion of the probationary period is a precondition for ongoing employment.
- All Lirata staff must work within our organisational policies and procedures, including our Code of Conduct and our performance management system.
- All position descriptions are subject to periodic review
- As Lirata is a small organisation, there is substantial flexibility required within the roles of staff. Employees may be required to perform other duties as directed, in accordance with their skills and experience.

## Prior to applying

- Send an expression of interest including your contact details in an email addressed to Justin Welfare and Celia Clapp at [recruitment@lirata.com](mailto:recruitment@lirata.com).
- Lirata’s Co Chairs Justin Welfare or Celia Clapp will contact you for a short confidential conversation prior to you submitting your application.

## How to apply

- Forward your application by email, addressed to Justin Welfare/ Celia Clapp at: [recruitment@lirata.com](mailto:recruitment@lirata.com)
- Applications must include:
  - Your up-to-date CV, and
  - A cover letter of no more than 3 pages. In your cover letter please
    - Explain what appeals to you about this position
    - Briefly respond to each of Key Selection Criteria 1 – 12. (It is not necessary to provide specific responses to KSC 13 – 18.)
- Applications which do not meet the above requirements may not be considered.

## Document control

<b>VERSION</b>	2
<b>POLICY AREA</b>	HR
<b>APPROVED BY</b>	Board Chair
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