



CHIEF EXECUTIVE

JOB & PERSON SPECIFICATION

OCTOBER 2020



JOB SPECIFICATION

Position:	Chief Executive
Reporting to:	Presiding Member and Board of Directors
Employment Status:	Fixed term contract to be negotiated
Probation Period:	6 months

Broad scope

The Construction Industry Training Board (CITB) is a whole-of-industry led organisation, responsible for collecting and administering the Construction Industry Training Fund levy to provide support to attract, train and retain South Australian building and construction workers through the provision of grants, subsidies and initiatives. The Board has eleven members appointed by the Minister of Innovation and Skills. The Board provides independent advice to the Minister regarding skill requirements and training in the State's construction industry. The Board is supported by a small workforce that ensures effective levy collection and funds management and helps deliver grants, subsidies and initiatives outlined in the Training Plan.

The Chief Executive Officer (CEO) is responsible for the leadership, direction and management of the CITB. Specific responsibilities include, providing advice to Ministers and the CITB Board, working closely with other agencies and Chief Executives to ensure clear planning, communication, coordination and implementation of the CITB's Training Plan and adherence to the policies and legislation established under the Construction Industry Training Fund Act 1993 (the Act).

Key stakeholder relationships

Reporting to the Board, the Chief Executive Officer will work closely with:

- The SA Minister for Innovation and Skills
- Other State Ministers
- Elected members at state and local government levels
- Senior state public servants and senior local government officials
- Senior representatives of the building and construction sector
- Regulators of the building and construction sector
- The CEO's counterparts in equivalent entities in other states and territories
- Media and other communications stakeholders



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Key responsibilities

- ensure the CITB is administered in accordance with the Act and all other relevant laws, directives and policies;
- manage the collection of CITB levies and the allocation of training funds appropriate to each industry sector;
- regularly review and manage risk for the organisation through a Risk Management Framework;
- work closely with the Presiding Member, Board and Executive Managers to craft, communicate and implement the overall vision, mission and goals for the CITB in the form of the Annual Training Plan;
- ensure that the human, physical and financial resources are effectively managed, with responses to external stakeholders managed efficiently and in a manner which meets customer needs and business requirements.

Key result areas

1. leadership, strategic planning and communication;
2. human resource management;
3. financial management and corporate compliance;
4. operations management;
5. external relations & stakeholder management.

1. Leadership, strategic planning and communication

- 1.1 effectively communicating and exemplifying CITB's vision, mission, objectives, values and strategies to all key stakeholders;
- 1.2 performing the pivotal leadership role for the organisation administration;
- 1.3 working closely with the Board to ensure plans are prepared, implemented and communicated effectively;
- 1.4 maintaining a continuous review of the organisation's progress in attaining the objectives and strategies as set out in the Annual Plan;
- 1.5 working with the Board to identify, measure and deliver on agreed annual key performance indicators;
- 1.6 ensuring effective communication and transparency with the Board.



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2. Human resource management

- 2.1** leading, developing, motivating and managing the human resources of the organisation;
- 2.2** regularly reviewing the organisational structure to ensure it is flexible and appropriate, including appropriate succession planning;
- 2.3** ensuring recruitment is undertaken in line with effective workforce planning strategies and in line with contemporary and equal opportunity principles and practices;
- 2.4** ensuring professional development and training opportunities are available to employees;
- 2.5** ensuring contemporary performance management procedures are in place throughout the organisation;
- 2.6** ensuring a harmonious and participative employee relations culture and providing appropriate conflict management where required;
- 2.7** ensuring that the organisation complies with all statutory and legal obligations including but not limited to all relevant work health and safety obligations.

3. Financial management and corporate compliance

- 3.1** developing the annual CITB budget for approval by the Board;
- 3.2** overseeing financial management and monthly reporting of CITB operations, evaluating performance compared with the approved annual budget;
- 3.3** Overseeing management of operating revenue, expenditure and investment portfolio;
- 3.4** managing the collection of CITB levies and the allocation of training funds appropriate to each industry sector;
- 3.5** oversee the program of audits for levy compliance. Follow up instances of non-compliance with the Act;
- 3.6** ensuring an unqualified audit report each year from the Auditor-General on the statutory financial statements;
- 3.7** ensuring the organisation meets all its statutory, legal, governance and reporting obligations pursuant to the Act.



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4. Operations management

- 4.1 providing an overview of the various operational areas of the organisation and reporting to the Board on a regular basis regarding improvement initiatives;
- 4.2 developing and presenting papers to the Board that accurately outline the prevailing status of issues faced by the organisation in order to support informed decision making by the Board;
- 4.3 establishing and maintaining robust funding mechanisms to achieve training outcomes consistent with the Annual Training Plan;
- 4.4 identifying and mitigating risks to the business and developing appropriate strategies to manage risk;
- 4.5 ensuring the Board are provided with timely and accurate management and financial reports to aid key decision making.

5. Stakeholder management, marketing and customer focus

- 5.1 constantly identifying and developing innovative opportunities and strategies to ensure CITB is focused on the competing needs of the industry;
- 5.2 establishing and maintaining effective relationships with all stakeholders, such as State and Federal politicians, relevant government agencies private organisations, VET and secondary education providers;
- 5.3 effectively liaising with other industry bodies, organisations and Chief Executive Officers;
- 5.4 reviewing the organisation's communications strategies, including the website, to ensure outward leaning messaging that informs CITB's achievements;
- 5.5 proactively initiating and responding as required in regard to media;
- 5.6 focusing external communications on the Fund and what it has achieved, what it achieves now and what it aims to achieve for the future of the State in supporting the construction industry;
- 5.7 representing the organisation at appropriate events to maintain and enhance CITB's public profile;
- 5.8 proactively driving, modelling, facilitating and championing a strong culture of customer service with all stakeholders.



PERSON SPECIFICATION

Essential qualification

Essential qualifications the CITB believe is appropriate for the role include a professional qualification in management, or equivalent experience.

Desirable qualifications include a professional qualification, or equivalent experience in any of the following disciplines.

- Finance
- Construction
- Training and/or education

Experience and knowledge

- it is expected that the successful candidate will be able to demonstrate previous success at a similarly senior level, providing leadership and management across a team of skilled professionals and interacting with a highly engaged Board;
- demonstrated success in the interface and relationship management across a diverse stakeholder group, including the senior levels of government, will be expected.

Personal qualities and attributes

- the intelligence, experience and wisdom to assess options and advise the Board;
- excellent written and verbal communication skills;
- high levels of strategic, political and commercial acumen;
- excellent negotiation skills;
- good analytical skills;
- proficiency at public speaking;
- excellent interpersonal skills;
- self starting and highly motivated;
- strong legislative and documentation interpretation skills;
- excellent skills in problem solving;
- excellent team building and leadership skills;
- warmth, empathy and good humour;
- skills to effectively communicate with a wide range of stakeholders from diverse backgrounds;
- strong ethics and professionalism in all matters;
- initiative and innovative approach;
- ability to deliver difficult messages;
- ability to manage conflict;



- capacity to mentor, empower and develop strong performers;
- capacity to manage performance;
- diplomatic but with a strong personality;
- demonstrated energy and passion for service to a community;
- ability to earn respect of others;
- authenticity;
- ability to establish trust and empower staff;
- demonstrated capacity for delegation;
- preparedness to be hands on if required;
- preparedness to admit fault and limitation;
- ability to demonstrate a professional outlook and presentation style;
- courteous assertiveness;
- ability to be a positive influence on the organisation and the construction industry.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Andrew or Christian Gaszner on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.