



Australian
Institute of
**Company
Directors**

STATE MANAGER SA/NT

JOB & PERSON SPECIFICATION

MARCH 2025

Position Description

State Manager

About the Role

Department: Engagement

Location: Various

Reports to: General Manager, Engagement

Direct reports: (Oversight of assigned region)

Position number: Engagement 03

Role purpose

The State Manager is responsible for building a connected community in their State or Territory. They will apply their expert knowledge of governance, and governance principals, to drive impact and engagement, through membership growth, value creation and market share across all AICD products and services.

The State Manager will be the face of the AICD in their State or Territory and a key source of insight and support. They will be the principal management representative for their respective Council and Committees and a key contact for Members. They will provide Enterprise Leadership for local staff, driving cultural alignment and a collaborative one team culture.

Key responsibilities

Division Council and Local relationships

- Be the principal management representative for State Councils and Committees, and the face of the AICD for local political and chamber relationships.
- Provide effective oversight and management support of their Council/Committee, and Council, Regional and special interest committees. The oversight of Council minutes and paper preparation including the State management report to Division Councils.
- Facilitate council elections in conjunction with internal processes, and the smooth induction of new council members.
- Ensure any pre-approved media representation and interaction is within agreed topic areas and in alignment with the AICD media policy and related frameworks.
- Build relationships with faculty
- Ensure effective compliance and governance exists in their State or Territory.
- Undertake administration in support of Council and Local relationships.
- Support Council in the completion of their Annual Governance Report

Member and Client Relationships

Members

- Provide senior leadership and representation for members within the designated state or territory.
- Continually identify and drive initiatives to improve the member experience
- Cultivate positive interactions and build trusted long-term relationships with members, developing a strong local network that drives membership growth in their state or territory
- Support the development of local strategies to drive membership growth

Board Advance

- Contribute to the development of local strategies that increase the AICD's presence in the business, Government and Not for Profit community within their State or Territory.
- Provide relevant state or territory market insights to the Board Advance team in order to drive strategic goals.
- Effectively diagnose and identify governance related issues at the Board and C-Suite level within their state and provide relevant feedback and support to stakeholders
- Contribute to marketing drives, initiatives and collateral to drive growth within the state or territory.
- Proactively seek opportunities to increase Board Advance revenue and market share
- Maintain client relationships throughout their journey as required and in collaboration with Board Advance and other AICD business units and staff
- Ensure the collection, input, and evaluation of data to ensure outcomes are accurately measured.

Education and Policy

- Maintain an understanding of all of AICD's Education products and other service offerings
- Ensure a knowledge of the AICD's public policy stance

Events

- Drive impact and engagement through support of the AICD national events program
- In collaboration with stakeholders coordinate and deliver the local events program to engage with their local director communities
- Maintain the local events program operating budget

Enterprise Leadership

- Influence the staff within their State or Territory to work collaboratively as one team
- Drive cultural alignment, through oversight of the employee experience, office safety, security and culture within their State or Territory
- Provide state specific insights, in collaboration with other areas of the AICD, to ensure optimisation of opportunities across the AICD
- Work to resolve local issues, and conflict, in collaboration with other areas of the business
- Input into the review of systems and processes to enable continuous improvement across all of AICD.
- Proactively engage with stakeholders, to ensure the best outcome for the AICD.
- Demonstrate influence and engagement across all of AICD, assuming good intent in all interactions

- Set the standard of behaviour that demonstrates the AICD values of accountability, respect, excellence and collaboration

AICD Contribution

- Contribute to the development of the department operation plan, suggesting ideas that create solutions for the team, and in turn the organisation.
- Undertake or contribute to specific National and State projects or initiatives that support AICD's strategic plan as required.
- Proactively contribute feedback and ideas to AICD for continuous improvement and to achieve OKRs, budgets and strategic goals.

Other duties in line with competencies and skills may be required on an ad hoc or permanent basis

Essential knowledge, skills and experience

- Bachelor's Degree in Marketing/Business or a similar related field.
- Exceptional networking, stakeholder management and relationship management skills.
- Extensive knowledge of governance and governance principles including the ability to provide effective diagnosis and solutions on Board and C-Suite level governance issues.
- Demonstrated experience with interpreting market and sector information.
- Demonstrated ability to communicate, present and influence effectively with internal and external stakeholders including C-suite executives and Board directors.
- Demonstrated ability to effectively and positively manage complex situations.
- Exceptional verbal, written and presentation communication skills.
- Self-motivated and self-directed.
- Advanced MS Office, CRM skills with added ability to use and navigate common business systems.

Competencies

- Persuading and Influencing
- Delivering Results and Meeting Customer Expectations
- Deciding and Initiating Action
- Formulating Strategies and concepts
- Entrepreneurial and commercial thinking

Our Purpose

To strengthen society through world-class governance.

Our Mission

To be the independent and trusted voice of governance, building the capability of a community of leaders for the benefit of society.

Our Strategy

Our strategic vision is for the AICD to be the leading global platform that provides all members a voice, a community and the capabilities they need across their lifetime as directors.

We achieve this strategy through:

- **Governance & Policy Leadership** – the AICD is the trusted voice of good governance, driving positive change in policy and practice.
- **Education & Development** – the AICD gives members confidence in their lifelong journey as corporate leaders.
- **Community** – the AICD offers members a network of peers that reinforces and extends their practice of good governance.

Our Values



Accountability

Independent and trusted

- To retain the community's trust, we act ethically and responsibly and in the interests of our members.
- As One Team, we balance individual member needs with our responsibility to AICD's diverse membership and the community.
- We hold ourselves accountable.
- When we make a commitment, we strive to keep it.
- If we fall behind, we engage our stakeholders to manage the consequences.
- If we make a mistake, we acknowledge and correct it.



Respect

The voice of governance

- As One Team, we appreciate and respect the different perspectives and roles of our AICD colleagues.
- We listen actively and communicate openly, genuinely engaging to canvass for the best options before acting or deciding.
- When we disagree, we resolve our disagreements directly with our colleagues, sensibly and professionally.
- And when we move past our disagreements, they are in the past.



Excellence

Building capability

- To set the benchmark for governance insight and education, our focus is on the fundamental challenges and emerging issues confronting our membership.
- We must inspire and enable our members to lift their standards of practice.
- As One Team, our work is 'fit for purpose': focused on priorities, thorough, considered, and consistently performed to high professional standards and expectations.



Collaboration

A community of leaders

- To benefit society, we work together to address the diverse needs of our community.
- No individual or single team can capture that diversity and knowledge, and we collaborate to share what we know.
- Working as One Team, we accept that there are compromises and choices and we collaborate to make any decision the best possible outcome for everyone tasked with its execution.
- We don't avoid or ignore different views. And when decisions are made, we work together to focus on the task.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer.
Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8848.

Please Note

Your application will be automatically acknowledged by a return email.