

# Position Description

## Chief Executive Officer

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Ethnic Communities' Council of Victoria Inc. (ECCV) represents the voices of multicultural Victoria.

We are a community based, member driven peak body for ethnic and multicultural organisations committed to strengthening and building our community through advocacy and leadership and by empowering people from culturally diverse backgrounds.

Our vision is to help build a culturally diverse and harmonious society that is just, fair, and inclusive for all Victorians.

### Our Values

- Integrity
- Empowerment
- Respect
- Courage
- Equality
- Compassion

### Position Specification

<b>Position:</b>	Chief Executive Officer
<b>Reports to:</b>	Chairperson
<b>Hours:</b>	Full-Time
<b>Term:</b>	Two years (option to extend)
<b>Salary:</b>	Negotiable

### Position Statement

Reporting directly to the Ethnic Communities Council of Victoria (ECCV) Board, the Chief Executive Officer (CEO) will be an experienced, dynamic and inspirational person responsible for driving the organisation and giving voice to multicultural Victoria. The CEO will work to ensure that ECCV remains a member-driven peak body that empowers people from culturally diverse backgrounds to have their needs and aspirations met within the broader community. The role of the CEO – in partnership with Board, staff, community and other stakeholders – is to create and deliver all of ECCV's strategies.

The CEO oversees staff and volunteer teams, leads the strategic advocacy and policy development, project delivery and sector capacity building, along with managing the governance functions of the organisation. They draw on their expertise working with Victoria's

culturally diverse communities and with all levels of Government. They utilise their extensive networks and influence to progress the ECCV purpose. They exercise leadership for the continued progress of a multicultural Victoria.

ECCV's success has resulted in significantly increased resources and an increasingly capable and diverse staff team. The CEO role includes a balance of supporting that team and implementing a strong external focus, including collaboration with other community organisations, peer organisations in other states, government, media and the business, philanthropic, academic sectors.

## **Key Responsibilities**

### **1) Leadership**

- Lead the strategic direction of the ECCV, through implementing the ECCV Strategic Plan
- Lead and manage staff and volunteers
- Influence ECCV's strategic environment, particularly within multicultural organisations and communities
- Develop and maintain highly effective working relationship with Board of Directors, through strong and effective governance processes.

### **2) Stakeholder relationships**

- Develop and maintain highly effective and professional relationships with key stakeholders and ECCV members, including regional and rural Ethnic Communities Councils, other non-profit community agencies, peak bodies, funding bodies and State and Federal Members of Parliament
- Work in collaboration with other organisations and peak bodies when necessary for the best interests of our members and broader migrant and refugee communities
- Ensure members are updated with ECCV news and consulted on a regular basis

### **3) Policy, Advocacy and Capacity Building**

- Lead the development of policy strategy in line with the ECCV mission and values
- Ensure ECCV leads in advocacy for migrant and refugee communities in the state of Victoria
- Develop projects that build the capacity of culturally diverse communities, sector providers and the wider community.

### **4) Management**

- Provide leadership, vision and strategic direction
- Ensure ECCV adheres to all legal requirements and policies in relation to HR, OHS, finance and other statutory obligations

- Develop and implement robust policies and procedures within a clear delegations framework
- Establish and implement annual cost centre budgets that are maintained and in line with the strategic plan
- Establish, develop and monitor project budgets in line with funder requirements and legal requirements
- Report as required to Board and other stakeholders

### **Qualifications**

Tertiary qualifications in a relevant discipline is essential. Senior management and executive leadership experience is essential.

### **Key Selection Criteria**

1. Demonstrated experience in providing leadership, vision and strategic direction
2. Demonstrated experience in managing staff and day-to-day operations of the agency including HR, OHS, budgets, financial reporting and other legal requirements
3. Expertise and understanding of multicultural communities and associated policy issues
4. Demonstrated advocacy experience in a social policy context
5. Experience in applying for funding from government and other sources, implementing and reporting on funding programs
6. Experience in developing, managing and maintaining key stakeholder relationships, preferably including three levels of government, other NFP agencies, peak bodies and media

### **Personal Qualities**

- Actively engages with peers and others to build productive relationships based on mutual respect, collaboration and trust
- Interest in and knowledge of a range of cultures and a curiosity to understand the views of others
- Demonstrated commitment to ECCV's values and temperament for engaging in behaviour that is values-driven
- Demonstrated commitment to achieving common objectives of the ECCV and drive and energy towards achieving work targets
- Perseverance in achieving objectives despite limited resources, tight deadlines and occasional setbacks.

### **Conditions**

- A six month probationary period applies.
- An attractive salary is negotiable.
- Current right to work in Australia is essential.
- ECCV is an Equal Opportunity Employer.

**Approved**

Eddie Micallef

Chairperson

August 2021