ADRA Australia Limited
Chief Executive Officer

Commitment: Full-time
Location: Wahroonga, Sydney
Applications Close: 15 June 2020

About the Role

ADRA Australia is seeking applications from qualified and experienced professionals for the role of Chief Executive Officer.

This is an opportunity to lead ADRA Australia to accomplish its Purpose in harmony with its Values. This role involves the oversight and direction of the operations of ADRA Australia giving particular attention to visioning, strategic planning, management and team leadership and culture. As an agency of the Australian Union Conference of Seventh-day Adventists, the CEO is an integral part of the senior leadership team of the church in Australia.

The CEO works with a variety of stakeholders including Board members, departmental directors, conference ADRA directors, ADRA staff and volunteers, peak bodies, the ADRA global network, other NGOs and Government authorities to ensure that ADRA is compliant and accomplishing its goals and objectives and in fact, "making a difference".

Supported by a dynamic team of over forty employees and thousands of volunteers, the CEO works to unite the different talents of our stakeholders to pursue our strategy and work hard to achieve it.

The successful applicant will be a management professional who loves to make a difference and who will meet the challenges of this diverse role with energy and enthusiasm.

A copy of the Position Description for the role is included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church.

ADRA Australia works as part of the global ADRA network which reaches into more than 118 countries. Motivated by our faith, we enable people and communities in Australia, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

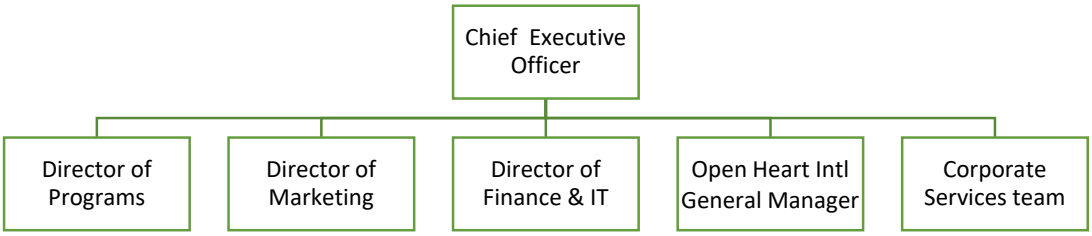
ADRA Australia holds full accreditation with the Department of Foreign Affairs and Trade and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Purpose: To serve humanity so all may live as God intended – free from poverty and disadvantage.

Our Values: We conduct our work by being:
Connected - working collaboratively for the best outcome for those living in poverty or distress.
C*ourageous* - persevering through challenging situations.
Compassionate – empathising with the communities we work with and also with each other.

About the Team

The CEO is appointed by the Australian Union Conference of the Seventh-day Adventist Church (AUC) and reports to both the President of the AUC and the Board. The CEO leads a team of specialist department directors as well as ADRA Australia's Corporate Services department.



Selection Criteria

Essential

1. A practicing baptised member of the Seventh-day Adventist Church in regular standing.
2. A personal commitment to the Seventh-day Adventist Church and ADRA's purpose, values and Christian beliefs
3. Relevant tertiary qualifications, such as international development, finance, business or a related discipline
4. At least five years' experience in a similar role with proven leadership skills and demonstrated ability in visioning, strategy, management and fostering a productive and positive team culture
5. A passion for social justice and community service delivery with a coherent understanding of the causes and mechanisms which create injustice and poverty
6. The ability to work and effectively communicate with a diverse team of professionals across the Agency including international development, community services, emergency management, marketing, finance, administration and volunteer management, as well as a variety of stakeholders
7. The capacity to coordinate and chair a variety of different meetings
8. A desire to personally and corporately promote ADRA's ministry to the Seventh-day Adventist Church constituency and leadership
9. The ability to represent ADRA in a variety of public settings
10. Experience working in a cross-cultural setting
11. Ability to travel within Australia and overseas

Desirable

1. An ability to advocate and have input into government decision making.
2. Financial management skills such as strategic budgeting and monitoring.
3. Qualifications or experience in managing risk, compliance and legal matters.
4. Prior program and/or administrative experience in ADRA or another NGO.
5. Understanding of NGO's and the global environment within which they operate.

Key Competencies

- **Deciding and Initiating Action** – Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear, appropriate decisions which may include tough choices or considered risks.
- **Leading and Supervising** – Provides others with clear directions; motivates and empowers others; recruits staff of high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour, gives regular feedback.
- **Persuading and Influencing** – Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self or others; makes effective use of political processes to influence and persuade others.
- **Formulating Strategies and Concepts –** Works strategically to realise organisational goals; Sets and develops strategies; identifies and develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining effort made to obtain a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether or not they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Job Application Form.

For Information on How to Apply

To you would like to apply for this position, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. Forward your Cover Letter, Resume and the names of three work related referees and your local pastor's contact details to Melissa Hill, Manager People & Culture, Australian Union Conference of Seventh-day Adventists, by 15 June 2020. Email: MelissaHill@adventist.org.au Office: 03 9871 7516.

ADRA Australia is an Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion.

Connected
Courageous
Compassionate

Position Title:	Chief Executive Officer
Department:	Corporate Services
Reports To:	Board of Directors and the AUC President
Team Supervision:	Directors and Corporate Services Team

Full / Part Time:	Full Time
Revised Date:	May 2019

Purpose of Position: *A basic statement that describes the intent of the position.*

To provide oversight and direction of the operations of ADRA Australia giving particular attention to visioning, strategic planning, governance and organisational leadership.

ADRA Australia Code of Conduct: *Our Code of Conduct - How we do things in our organisation that underpins our values.*

ADRA Australia Code of Conduct

Key Competencies: *The competencies, qualifications, skills and experience the person needs to do the role successfully.*

Five years' plus experience in senior leadership roles, with strategic agility, financial acumen, risk and governance and strong stakeholder engagement skills.

ADRA Competencies: 1.1 Deciding & Initiating Action; 1.2 Leading & Supervising; 3.2 Persuading & Influencing; 5.3 Formulating Strategies & Concepts

Key Responsibilities: *The things that the person needs to be responsible for to successfully fulfil the obligations of this position.*

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
STRATEGIC DIRECTION	• Lead and facilitate the development and monitoring of the ADRA Australia strategy with the ADRA leadership team (EXCOM) and Board of Directors.	• A current strategy is developed and approved by the Board • Progress against strategy, including performance against success measures is provided in quarterly Board reports
ORGANISATIONAL & TEAM LEADERSHIP	• Ensure EXCOM sets, implements and monitors strategic performance plans for themselves and their teams. • Corporate Services team members have clear roles and objectives and balanced workload.	• Direct reports have clear annual objectives, or plans (with specific measures of success) that contribute to the ADRA strategy. • Progress against individual plans is measured and formally reviewed quarterly.
CHURCH ENGAGEMENT	• Engage Australian Conferences in serving and compassionate ministries in partnership with ADRA Australia. • Serves on and contributes to AUC Executive Committee and Boards.	• Output and actions from Church Engagement is considered and implemented in appropriate performance plans • Contribution to AUC Executive committee and boards is recognised and appreciated

ORGANISATIONAL CULTURE	• Facilitate a safe and positive organisation culture where the staff can enjoy their work and contribution to ADRA.	• 3-yearly full employee engagement survey designed and delivered • Employee engagement action plan developed and implemented • Annual people pulse survey completed with results returning a healthy score for overall team engagement.
EXTERNAL STAKEHOLDER RELATIONSHIPS	• Maintain effective relationships with external stakeholders such as ADRA International, DFAT, ACFID and CAN.	• Licensing and/or accreditation is maintained with ADRA International, DFAT and ACFID.
GOVERNANCE, RISK & COMPLIANCE	• Establish, maintain and facilitate effective governance processes for the Board, Sub-committees and EXCOM. • Guide EXCOM to manage Risk, Safety and Compliance within their operations, strategy and performance plans and ensure regular review. • WHS plan is developed and includes measures of success	• The Board, Sub-committees, EXCOM and WHS Committee are satisfied with ADRA progress against plans • Two Board evaluations per quinquennium • WHS action plan exists and succeeds • Annual review of Risk Register and amendment of plans

Employee Signature:		Supervisor(s) Signature(s):		Date: / /
Print Employee Name:		Print Supervisor Name:		