



POSITION DESCRIPTION

POSITION Chief Executive Officer

BASE SALARY \$95,000

HOURS 37.5 hours per week, as well as reasonable out of hours work as required

BENEFITS Employer superannuation contribution 9.5%
4 weeks annual leave per annum
10 days sick leave per annum
Flexible and family-friendly workplace
Some professional development opportunities available

LOCATION Level 7, 144 North Terrace, Adelaide, South Australia

ANAT is Australia's leading organisation bringing artists together with science and technology research partners. For over 30 years we have built an international reputation for conceiving and realising opportunities for artists to pursue creative research and experimentation. We do this because we believe artists are essential to how we imagine and shape our future.

Our work enables artists to achieve impact in non-traditional fields, grounded on our belief in the essential role that artists play across all areas of society. Our commitment to diversity and prioritising of support for First Nations artists is grounded on our understanding that diverse voices are critical to national conversations about wellbeing and sustainability.

ANAT is an incorporated association, under the Incorporated Associations Act 1985 (SA) governed by a national board of directors and managed by a small, dedicated team from its base in Adelaide's CBD.

POSITION OVERVIEW

Reporting to the Board, the Chief Executive Officer is responsible for overall strategic leadership and for the management of all aspects of the organization including financial, operational and artistic functions of the organisation.

This new position will work closely with the ANAT team to implement the artistic objectives of the organisation.

Together, you will deliver an ambitious and distinctive artistic program that consolidates and develops ANAT's unique position in Australia's arts ecosystem.

Essential Competencies, Attributes, Skills

Proven strategic ability to continually reshape ANAT, engage and communicate proactively with all levels of government and with industry.

Demonstrated ability to manage and develop an organisation with nationally distributed programs, events, resources and systems.

Ability to think laterally and to engage in strategic business development to support non-government revenue streams.

Demonstrated competency in budgeting, financial management, and financial reporting and acquittals.

Proven ability to effectively manage staff and contractors.

Demonstrated relevant national and international networks both existing and emerging, and the ability to further develop them.

Demonstrated creative leadership in a collaborative environment

Highly developed skills in negotiation, communication and conflict resolution.

Experience establishing partnerships, cooperative agreements and collaborations.

High-level communication skills, including writing and editing, public speaking and professional presentations.

Desirable Criteria

Passion for and knowledge of art and culture, and an interest in art + technology + science.

Understanding of best-practice research and design systems and methodologies.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for implementing the overall strategy as agreed with the Board and consistent with ANAT's Strategic Plan. The following competencies are relevant:

Strategy

Implements organisation's strategic direction.

With the Board, shapes the organisation's long term aspirations.

Makes decisions on key strategic issues facing the organization with regular reviews of the strategic plan to ensure the organisation anticipates and responds to change

Communicates and builds commitment to strategic direction among external constituents and internally among staff

Business Development

Develops and diversifies revenue to maximise growth and increase impact and reach.

Develops alliances and joint ventures to further an organisation's strategic initiatives.

Creates opportunities for business growth through private and public partnerships

Serves as principal representative of the organization.

Protects and builds brand integrity

Sets strategic public relations and marketing direction as well as performance goals

Performance Management

Sets organisational performance goals

Translates vision, strategy, and performance goals into business and action plans

Monitors progress against performance goals

Governance Management

Responsible for Board relations on behalf of the organisation

Responsible for resources and compliance activity

Ensure ANAT complies with its legal, statutory and constitutional obligations

Financial Management

Set annual budget and monitor progress on a monthly basis.

Ensure accurate and up to date financial statements reflecting the organisation's financial position and ensure the organisation is fully compliant with its taxation and related reporting obligations

Oversee the preparation and presentation of finances for audit purposes and liaise with the auditor to finalise the audited accounts for the Annual General Meeting and Annual Report

Liaise with auditor and bookkeeper as necessary

Policy Related Responsibilities

Translates vision and strategy into organisational policies for Board endorsement. Ensures policies are implemented through practical processes and regular review

Integrates organisational policies, directives and procedure into a coherent framework

Develops guidelines for use of assets (people, brand, information etc.)

Operational Responsibilities

Establishes, maintains and reviews organisational structures and business processes

Manages operations of the organisation, consistent with strategic goals and performance goals
Manages infrastructure required to support operations
Manages resources across the organisation
Manages the attraction, retention and development of staff, partners and supporters
Transmits Board decisions throughout the organisation