CHIEF EXECUTIVE OFFICER, CAVAL LTD
Role, Key Accountabilities and Attributes

PRIMARY PURPOSE OF THE ROLE

The Chief Executive Officer (CEO) of CAVAL Ltd provides leadership and strategic direction to the company, actively shaping and executing the company’s strategy to achieve CAVAL’s objectives. The CEO is responsible for the successful management of the organisation and provides high-level advice to the Board on operations, policy and planning.

KEY ACCOUNTABILITIES

• Lead the development and drive the achievement of CAVAL’s strategic objectives, in conjunction with the Board.
• Provide exemplary leadership to the organisation and its staff, and externally to the company’s stakeholders.
• Initiate and manage change to position the company to respond strategically and positively to changing environments and Member needs.
• Effectively manage the company to ensure long-term financial viability and growth through growing existing and new business opportunities.
• In partnership with Members, identify, develop and maintain services which respond to and anticipate Members’ needs and increase Member value in the organisation.
• Build and maintain strong relationships with Members, stakeholders and suppliers and represent CAVAL externally to existing and potential clientele.
• Continuously assess the external environment to identify and capitalise on new opportunities for business development.
• Identify and manage operational and corporate risks, formulating strategies for mitigation.
• Develop and sustain a positive culture of innovation and engagement, demonstrating integrity and the organisation’s values.
• Lead a collaborative, agile and values-driven leadership team.

REPORTING RELATIONSHIPS
The CEO reports to the Chairperson of the Board of Directors.
Number of direct reports: Currently 11
Number of reports: Currently 64 (47.7 FTE)

KEY STAKEHOLDERS
• Members of the CAVAL Board of Directors and its Committees
• CAVAL Member universities: University Librarians and Vice-Chancellors
• Major clients and suppliers
ESSENTIAL ATTRIBUTES

Business and leadership
- Extensive experience in a leadership or senior management role in a services-focussed commercial organisation.
- Demonstrated understanding of the characteristics of leading a member-based organisation.
- Proven ability to build relationships with stakeholders.
- Demonstrated ability in strategic business planning for growth and innovation.
- High-level financial management skills and demonstrated commercial acumen.
- Proven ability to think critically and exercise sound judgement to make decisions on complex issues.
- Experience in reporting to a Board and/or sound understanding of company governance.

People and culture
- Outstanding people leadership.
- Strong interpersonal, people management and relationship skills.
- Demonstrated ability to collaboratively create and communicate a shared vision for staff and stakeholders.
- Demonstrated experience in creating sustainable organisational change.
- Demonstrated understanding of the principles of Equity & Equal Opportunity and the elimination of bullying and harassment from the workplace.

To apply: Please send your application, including CV and information on how your skills and experience align with the Essential Attributes for this position, to applicants@caval.edu.au

For a confidential discussion, please contact: Paul Campbell, Chair of the Board of CAVAL Ltd, via email (paul.campbell@acu.edu.au) or phone (02 9739 2913).

Applications close Monday, 10 August 2020.

Applicants must be an Australian citizen or permanent resident, or a New Zealand citizen, or hold a valid visa with permission to work in Australia for the duration of the employment contract.

Interstate applicants must be willing to relocate to the Melbourne area if they are the successful candidate.