

TASMANIAN ABALONE COUNCIL LIMITED POSITION DESCRIPTION CHIEF EXECUTIVE OFFICER

The role of the CEO is to lead Tasmanian Abalone Council Ltd (TACL) and ensure the long-term health and viability of the organisation. The CEO has overall responsibility for business development and promotion, financial management, staff recruitment and development, long and short-term strategic planning including compliance with Federal and State Government Statutory and Occupational Health and Safety requirements.

MISSION STATEMENT

The Tasmanian Abalone Council Ltd is the peak body for the Tasmanian Industry. A Not For Profit Company (Limited by Guarantee), it has an 11 seat Board elected by members to represent the three industry sectors – Quota Holders, Divers and Processors. The TACL intends to lead and support the development of the Tasmanian industry to be the global market leader in premier wild abalone markets.

The TACL aims to:

- Work collaboratively with Members from each of the three industry sectors to jointly invest in the future of the industry to implement this Plan and maximise their returns,
- Professionally represent Members and their interests to external stakeholders, industry partners, governments and the broader community,
- Protect the long-term sustainability of the fishery, through effective marine resource management, through increased human skill and competence across the organisation and supply chain, and via development of a premium consumer image for Tasmanian abalone products,
- Ensure the ongoing socio-economic viability of the industry by optimising the underlying industry structures for ongoing growth and sustainability,
- Optimise the returns to Tasmania from the State's 25% share of the global wild abalone resource,
- Communicate regularly and directly with industry, Government and the community about the progress of the Plan and the benefits to stakeholders, and
- Maintain clear governance procedures within the TAC to enable transparent and professional organisational leadership.

ABOUT TASMANIAN ABALONE COUNCIL LTD

The Tasmanian Abalone Council Ltd is the voice of the fishery, representing divers, non-diving quota-holders, processors and exporters. The council is proud that its members' far-sightedness has made the fishery a model for the rest of the world. The TACL is committed to further improvements through research and management initiatives.

Through sound management practice and skilled harvesting techniques, the TACL has successfully translated natural advantages into sound economic gains, ensuring a bright future for the industry in Tasmania.

Role and Responsibilities

The Chief Executive Officer is the key management leader of the TACL. The Chief Executive Officer is responsible for overseeing the administration, programs, projects and the Strategic Plans goals/objectives for the organisation. Other key duties include high level communication with relevant stakeholders including Government, act as the face of the Industry where required and

operate as Company Secretary to the Board. The Chief Executive Officer is responsible to the President and reports directly to the Board of Directors.

KEY PERFORMANCE INDICATORS	
KPI 1:	<ul style="list-style-type: none"> Performance at Federal, State Government and Industry funded programs. Meeting national, state and industry performance benchmarks and program targets.
KPI 2:	<ul style="list-style-type: none"> The financial viability of the organisation
KPI 3:	<ul style="list-style-type: none"> The organisations continued development of “Best Practice” in program delivery and development and implementation of policy and processes to minimise risk.
KPI 4:	<ul style="list-style-type: none"> Regular attendance at scheduled Board, Sub-Committee, Sub-Council, Industry Meetings and key external decision makers Meetings.
KPI 5:	<ul style="list-style-type: none"> Compliance with Tasmanian Abalone Council Ltd policies and procedures.
KPI 6:	<ul style="list-style-type: none"> Strategic Leadership and Management
SPECIFIC RESPONSIBILITIES	
I. Strategic Leadership and Management	<p><i>Ensure the long-term health and viability of the organisation.</i></p> <p>Specific Duties</p> <ul style="list-style-type: none"> Build a positive workplace culture. Drive business development to optimise opportunities consistent with Tasmanian Abalone Council Ltd’s mission statement. Develop and maintain positive relationships with networks of peers and key external decision makers. Manage change through transparent decision making, consultation and communication. Build and support organisational teams. Apply an understanding of global environment to enhance organisational performance. Drive Strategic Planning and Annual Business planning and review annually. Drive projects and initiatives, working collaboratively with stakeholders, including government, to source and allocate funding to promote the long term viability of the industry. Initiate a major review of the Strategic Plan every 3 years. Demonstrate personal and professional competence. Interpret scientific data and make strategic and critical observations and recommendations in relation to it.

<p>2. Executive Management</p>	<p><i>To ensure effective management</i></p> <p>Specific Duties</p> <ul style="list-style-type: none"> • Lead and mentor Tasmanian Abalone Council Ltd's <i>Sub-Committees</i> with regard to high level operational issues. • Implement collaborative <i>Sub-Committee</i> decision making. • Support and direct <i>Sub-Council</i> decision making in regard to operational issues. • Be available for Board consultations. • Undertake the role of Company Secretary. • Participate in all relevant industry and stakeholder meetings. • Provide central communication point between members, government and research scientists and other stakeholders and collaborate between these groups to advance the member interest.
<p>3. Drive the Annual Business Cycle</p>	<p><i>Ensure core business processes are rigorous and sound</i></p> <p>Specific Duties</p> <ul style="list-style-type: none"> • Ensure an annual organisational budget for approval by the Board and Members. • Monitor and review financial performance. • Ensure an Annual General Meeting of Tasmanian Abalone Council Ltd is conducted and be prepared to conduct elections of executive members of the Board. • Ensure a financial and asset audit is conducted and its recommendations implemented. • Ensure Tasmanian Abalone Council Ltd compliance with Australian Securities and Investment Commission (ASIC) and other legislative requirements. • Ensure strong communication processes at every key step.
<p>4. Business and Promotion</p>	<p><i>Ensure the services of the Council are effectively presented and promoted</i></p> <p>Specific Duties</p> <ul style="list-style-type: none"> • Develop a business and promotion plan. • Allocate suitable marketing and promotions budget. • Monitor and advise impact of strategic development against outcomes and costs.

<p>5. Board and Governance</p>	<p><i>Develop and maintain a positive working relationship with the Board</i></p> <p>Specific Duties</p> <ul style="list-style-type: none"> • Provide timely and accurate information for decision making. • Ensure Board minutes are distributed and actioned in a timely manner. • Foster a positive relationship for cohesive strategy development. • Assist the Board to meet its governance obligations. • Identify, review and manage key priorities, strategies and risks.
<p>6. Compliance</p>	<p><i>Ensure Tasmanian Abalone Council Ltd's Compliance with its contractual, legal, policy and procedural requirements</i></p> <p>Specific duties</p> <ul style="list-style-type: none"> • Manage organisational compliance of Tasmanian Abalone Council Ltd regarding operational policy and procedures. • Ensure program and service compliance with contractual obligations. • Manage organisational compliance with all legislative requirements. • Ensure Tasmanian Abalone Council Ltd operations comply with its policies and procedures. • Ensure compliance with complaints handling procedures.
<p>7. Industrial Relations and Human Resource Management</p>	<p><i>Lead an industrial relations and human resource management environment that will support business success</i></p> <p>Specific duties</p> <ul style="list-style-type: none"> • Develop and implement industrial relations policy and procedures including Tasmanian Abalone Council Ltd's 'Code of Conduct'. • Develop and actively manage industrial relations risks, staff performance and remuneration in line with current legislation. • Act in a fair and timely manner when determining staff performance matters. • Monitor staff remuneration issues including salary scales, increments and ensure matters concerning this requirement are dealt with in a timely manner. • Conduct an annual review of all staff performance and salaries prior to annual budget settings. • Implement and develop an effective staff development program.

8. REPORTING	<ul style="list-style-type: none"> • Provide a written report for each Board meeting and presentation at General and Annual General meetings. • Provide timely newsletters to the membership. • Ensure all issues that may impact TACL are communicated to the Board.
KEY SELECTION CRITERIA	
MANDATORY SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Demonstrated experience as a successful General Manager or CEO or Senior Manager in a large or similar organisation. • Demonstrated experience in maintaining a positive working relationship with a Management Committee or Board. • A broad range of Human Resource Management skills, with high level conflict resolution and negotiation skills. • Experience in contractual and statutory matters. • Experience in networking and facilitation with all levels of Government and stake holders. • Experience in sourcing and managing funding for projects and initiatives. • A high level of communications and interpersonal skills. • An ability to develop and nurture 'best practice' in all aspects of products and services. • An ability to market and promote the services of the organisation. • An ability to interpret data and make strategic and critical observations and recommendations in relation to it.
DESIRABLE SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Relevant tertiary or post graduate qualifications. • Sound knowledge of the Seafood Industry and/or fisheries management. • Experience interpreting scientific data and drawing conclusions from it.
OTHER INFORMATION	<ul style="list-style-type: none"> • Current Driver's licence • Valid Police Check (not more than six months) • Undergo Psychometric testing • Be legally entitled to work in Australia