

# CHIEF EXECUTIVE OFFICER

## Information pack for candidates

### May 2021

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## About Vision 2020 Australia

Vision 2020 Australia is a non-government peak body, working in partnership with members across the eye health and vision care sector to prevent avoidable blindness and improve outcomes for people living with blindness and low vision.

A broad membership of almost 50 organisations across Australia are involved in local and global eye health and vision care; health promotion; low vision support; vision rehabilitation; eye research; professional assistance and community support.

At a national level, the organisation has three key areas of focus: national policy and advocacy; sector networking and events; and information sharing and awareness raising.

Vision 2020 Australia, through effective collaboration with members, synthesises their views and advocates for policy and funding change. It supports four national policy committees which provide a key mechanism for its policy and advocacy work. In addition, it engages with members to share information, support stronger connections and networking, and promote awareness of the sector's priorities and achievements.

Alongside this, Vision 2020 Australia delivers the Victorian Government Vision Initiative. This is an eye health promotion program that works with primary care providers and a wide range of partner organisations to reduce avoidable vision loss among at risk Victorians.

For more information visit: [www.vision2020australia.org.au](http://www.vision2020australia.org.au)

## Organisational values

- Integrity: We are trusted and reliable and those that rely upon us have confidence in our motives and abilities.
- Open and collaborative: We are transparent and seek opportunities to work together.
- Diversity and respect: We embrace the diversity of everyone we work with and respect their contributions.
- Creativity: We seek new opportunities and approaches to our work, and are open to new ideas and ways of working.
- Continuous learning and Improvement: We continually seek to learn and improve, and share that learning.
- Accountability: We work in the best interests of our members and stakeholders and follow through on our commitments.

## Board & governance

The Hon Christopher Pyne is the Adelaide-based Chair of the Board. He is Chairman of Pyne and Partners and a Professor in the UniSA Business School amongst other appointments. Christopher served as a member of Federal Parliament from 1993-2019, leading reforms across the Ageing, Education, Industry Innovation and Science, Defence Industry and Defence portfolios. Christopher's father, Remington, was a past President of RANZCO, contributing to the creation of the first National Trachoma and Eye Health Programme. Christopher has witnessed firsthand, particularly in indigenous communities, the work of the eye sector and is keen to ensure it receives the support it deserves.

There are 10 other directors from across Australia, all of whom have direct involvement with the eye health and vision sector.

- Jaki Adams
- Dale Cleaver
- Jess Gallagher
- Andrew Harris
- Dee Hopkins
- Heather Mack
- Maureen O'Keefe
- Jane Schuller
- Tony Starkey
- Shaun Tatipata

As the peak body representing many organisations working with people who are blind or have low vision, Vision 2020 Australia has a strong commitment to ensuring that the experience of people who live with blindness or low vision is reflected in both its governance and operations. The Board includes directors with this lived experience.

The organisation is similarly committed to ensuring that the lived experience of Aboriginal and Torres Strait Islander Peoples is reflected in its governance and operations. The Board also includes directors who are Aboriginal and/or Torres Strait Islander people.

The Board meets at least four times a year, via a combination of videoconferencing and face to face meetings.

In addition, there are two Board Standing Committees (Audit and Finance, and Corporate and Governance) which each meet at least four times a year, and directors also participate in time limited working groups on an as-needs basis and will usually attend two Canberra based member events each year as well as the organisation's AGM.

## Position description

### Position purpose

Reporting to the Board, the Chief Executive Officer (CEO) is responsible for ensuring that Vision 2020 Australia achieves its goals, delivering value for its members and funders and strengthening its reputation as a leading, collaborative and respected organisation with widespread support for its mission.

Vision 2020 Australia is a small and evolving organisation. This means the CEO role is diverse, and very 'hands on'. The CEO doesn't just provide expert high level strategic and governance advice and support to the Board and guide all facets of the organisation – they are also involved in the detailed planning, development and delivery of national policy, advocacy, program delivery and operational management.

Primary responsibilities of the role include:

- Energetic and strategic leadership of the organisation and a small, enthusiastic staff team of around 10 FTE. Development and implementation of the organisation's Strategic Plan and Reconciliation Action Plan, both of which have a focus on achieving equity of eye health and vision outcomes for all Australians.
- Facilitating cross-sector collaboration and connections and raising awareness and understanding of issues and opportunities related to eye health, vision care, blindness and low vision and related research.
- Directly contributing to the development and delivery of effective targeted national policy, accompanied by effective advocacy and engagement strategies
- Provision of contemporary, responsive governance support to the Board, its Chair and its committees
- Delivery of agreed priorities, programs and projects in ways that maximise impact, delivery quality and further the organisation's mission
- Engaging and effective relationship building with members, funders, supporters and others through a wide range of channels, platforms and engagement
- Attract income from Governments and other sources to ensure sustainable financial growth and organisational capacity to achieve agreed strategic objectives.
- Operational management to ensure a sustainable, thriving organisation with a high performing, positive culture (current budget <\$4M).

The organisation is strongly committed to not just delivering great work, but to leading by example so the CEO needs to operate in ways that are inclusive, respectful of diverse views, collaborative and open, supporting ongoing innovation and adapting to changes in the environment to maximise impact within a modest budget.

Suitably qualified candidates who are Aboriginal and/or Torres Strait Islander and/or have lived experience of blindness or low vision are encouraged to apply.

### Key accountabilities

#### Leadership

- • Lead the development and implementation of key organisational strategies (Strategic Plan and

Reconciliation Action Plan), supporting strong relationships and providing clear direction to support the effective translation of strategic priorities into action and measurement of impact/outcomes

- Be an engaging, authentic, and articulate point of contact and authority for the organisation, seeking out and capitalising on opportunities to enhance its influence and impact and mitigate potential risks
- Identify and implement strategies to support continued organisational sustainability, working within governance frameworks

### **Policy development, advice and advocacy**

- Proactively support member and stakeholder engagement to present evidence based, sector led and unified responses to the Australian Government's stated health priorities.
- Facilitate member consultation and collaboration through sector events, policy committees and subject specific working groups and other forums and platforms to address national policy and program objectives.
- Guide and directly contribute to the development of high quality, compelling written policy proposals
- Develop and execute tailored, effective advocacy strategies to increase awareness and support for sector priorities and asks

### **People management**

- Lead, develop and inspire staff to plan and deliver great work that meets the needs of members, funders and partners
- Support a positive, productive organisational culture that attracts, retains and supports high performing staff and encourages ongoing feedback at all levels
- Provide effective workforce management, including individual and team development and succession planning

### **Relationship management**

- Nurture existing and develop new working relationships, working with members to engage with other national bodies and strategic partners
- Maintain a respected reputation with Australian Parliamentarians, all levels of government, members and other stakeholders as the pre-eminent eye health and vision care sector peak body.
- Facilitate cooperation between the Australian Government, Australian Government departments (including the Department of Health and the Department of Foreign Affairs and Trade), members and the broader health sector to provide advice on relevant eye health and vision care matters.

### **Information sharing and awareness raising**

- Coordinate national events and design and execute an ongoing program of member engagement to maintain current knowledge of sector developments, raise awareness of sector issues and opportunities, and increase support for the sector's activities and asks.
- Oversee strategic communications that actively promote sector developments, achievements and changes via social and traditional media communications to sector stakeholders, raising awareness of eye health issues across Australia.
- Maintain knowledge primacy on eye health and vision care developments and challenges through attendance at key conferences, meetings and events.

## **Governance**

- Provide succinct, accurate advice and maintain efficient and effective governance systems and processes that support well informed and timely decision making by the Board and its Committees and adherence with the Vision 2020 Australia Constitution
- Support the Board Chair in his role, including provision of succinct advice tailored correspondence and other support
- Maintain industry standard financial practices and ensure corporate and regulatory compliance, including preparation of an annual budget, support for annual audit and Annual General Meetings, and compliance with all regulatory and funding requirements.

## **Essential skills and experience**

- Senior executive experience, ideally as a CEO or deputy/general manager level, with demonstrated track record of delivering varied programs of policy, advocacy and project work in a complex, resource constrained environment. Experience in managing small to medium size organisations and/not for profit management experience will be highly regarded.
- High level facilitation, negotiation and engagement skills including demonstrated ability to lead towards collaboration in environments where stakeholders have varied and sometimes divergent interests
- Financial acumen and demonstrated experience in managing budget development, audit functions and regulatory compliance activities
- Strong understanding of government operations, including a sound understanding of ministerial and bureaucratic processes and how to work effectively with government, and strong relevant networks
- Flexibility and adaptability, with the demonstrated ability to effectively deliver a complex varied program of work, support innovation and creativity and lead change
- Engaging and effective leadership style, that builds collaboration and respect, supports open discussion and collaboration, and inspires action
- High level written and verbal communication skills, with strong direct experience in the development of policy proposals and supporting advocacy and proven ability to develop and implement strategic and impactful communication programs
- Knowledge of the health sector. Knowledge and/or experience in eye health and vision, health promotion/preventive health and/or related area desirable.

## **Qualifications**

- Degree or postgraduate qualifications in management, public policy, health administration or other relevant discipline
- Current national police check

## **Personal attributes**

- Motivated, enthusiastic, empathetic, caring and self-aware
- Flexible, creative, and interested in continuous improvement and innovation
- Energetic, enthusiastic and inspired by the organisation's purpose and potential

- Self-starter who is focussed, outcome-focussed and resilient
- Committed to genuine partnerships, diversity, inclusion and promoting the involvement and leadership of people with lived experience

## **Remuneration**

Remuneration will be negotiated with the preferred candidate, having regard for their level of skill and experience. Vision 2020 Australia employees are able to access salary packaging benefits within allowable limits.

## **Time commitment and period of employment**

This is a full time position, with some flexibility available for the right candidate, and could be either Melbourne or Canberra based. The organisation operates a hybrid working model, which typically combines working from home arrangements with time in the organisation's Carlton office.

Frequent interstate travel (predominantly day trips) and occasional international travel is required to fulfil the duties of this role.

A three-year executive contract will be offered to the successful candidate, with an initial six-month probationary period.