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| **POSITION DESCRIPTION** | | |
| **ROLE** | Chief Executive Officer | |
| **ORGANISATIONAL OVERVIEW** | The Geospatial Council of Australia is the peak body representing the interests of organisations and individuals, including new and emerging professionals working in the vast range of occupations for surveying, downstream space and geospatial technologies. Today’s geospatial professionals are leaders and innovators, advancing our industries with technologies using located based services, drones and autonomous vehicles/vessels, 3D modelling, robotics, artificial intelligence, machine learning, virtual reality and the Internet of Things. | |
| **ROLE PURPOSE** | To execute the organisation’s strategic plan, while operating to our vision, purpose and upholding our values. To lead the development of the strategic plan in close cooperation with the board. Manage the daily operations of the organisation to ensure the organisation delivers on its commitments, and being accountable for those outcomes. Ensuring the ongoing sustainability of the organisation while delivering results and value for our members. | |
| **KEY ROLE FUNCTIONS** | * Provide Leadership for the organisation, members and staff * Be the organisation’s spokesperson * Develop operational budgets and deliver revenue targets * Develop new member services * Overall responsibility for delivery of successful events | |
| **KEY DELIVERABLES** | * Operational budgets, compliance and finance. * Strategy and governance under guidance of Board * Communications and advocacy * Staff resourcing * Management of risk * Overall responsibility for the delivery of all GCA events and GCA partnered events * Certification and accreditation programs * Professional development * Introduction of leaning and development programs * Membership growth * Member satisfaction | |
| **KEY PERFORMANCE INDICATORS** | * Delivery of agreed CEO annual performance plan that includes strategic, operational and financial outcomes * Membership and organisational growth * Member satisfaction * Developing new business activities that deliver increased benefits to members and new sources of revenue * Delivery of and success of our annual events program measured by attendance numbers, delegate feedback and financial outcome * Establish and nurturing valuable and mutually beneficial relationships with members, local program committees, and sponsors. | |
| **ATTRIBUTES AND EXPERIENCE** | * Able to shape strategic thinking and develop implementable plans * Results oriented and able to drive excellence * Highly motivated and well organised * Ability to work within and lead in a small team environment * Ability to identify and realise commercial opportunities * Demonstrated operational, financial and commercial management skills * Demonstrated ability to forge and maintain relationships, engaging both internally and externally * Excellent verbal, written and communication skills * Demonstrated sales ability * Demonstrated understanding technology related industries * Able to exemplify professionalism * Willingness to undertake frequent travel within Australia and occasional international travel * Previous association management experience desirable * Demonstrated understanding of accountability in a senior management role | |
| **REPORTING TO** | GCA Board via the Chair | |
| **LOCATION** | Flexible, with eastern seaboard preferred | |
| **FUNCTIONAL RESPONSIBILITY** | The role works collaboratively with and is accountable to: | |
| **Function** | **Staff & Committee Members** |
| GCA Board  Members and memberships  Financial Performance  Marketing and Communications  Events, sponsorships and awards | Chair, Directors and Board Committees  Membership officer, Partnerships manager, Areas of Practice and all functional committees  Finance Manager, Audit and Risk Committee  Marketing and Communications Manager  Events manager, Partnerships Manager |

The application form will include these questions:

• Which of the following statements best describes your right to work in Australia?

• How many years' experience do you have as a chief executive officer?

• Do you have experience working in the not-for-profit sector?

• How many years' experience do you have with change management?

• How much notice are you required to give your current employer?