



South East Queensland  
Indigenous Chamber  
of Commerce



## Chief Executive Officer

### Position Profile

The South East Queensland Indigenous Chamber of commerce (SEQICC) is currently seeking an energetic and accomplished CEO with executive level administrative, financial and resource management experience and a successful record in small business. This position offers an exciting hands-on opportunity to build a not-for-profit organisation, create your own team and to develop quality partnerships with important stakeholders that will transform and develop the Indigenous business sector in South East Queensland.

- Do you have executive level administrative, financial and resource management experience?
- Are you a critical thinker that enjoys a developmental challenge?
- Do you have a proven record in building quality relationships with key stakeholders?
- Wanting to use your organisational management skills to lead a not-for-profit organisation?

The South East Queensland Indigenous Chamber of commerce (SEQICC) is a leading Indigenous business membership organisation that was established in 2006. It is responsible for fostering trade, building capacity, representing the views of Indigenous business owners and promoting wealth creation.

- **Interviews for this position** will be held on **Friday 21 December 2012**.

## Position summary

<b>Salary:</b>	\$70,000 per annum
<b>Superannuation:</b>	Employer superannuation contributions of 9%
<b>Employment Type:</b>	Two year contract with 6 months probationary period
<b>Current Occupant:</b>	Vacant (This is a New Position)
<b>Location:</b>	Brisbane
<b>Closing Date:</b>	Monday, 17 December 2012
<b>Reports To:</b>	The Board, SEQICC
<b>Further Information:</b>	Neil Willmetts Telephone: 0413 246 624
<b>How to apply:</b>	To submit your application, please send to <a href="mailto:secretary@seqicc.com.au">secretary@seqicc.com.au</a>

## SEQICC background

The South East Queensland Indigenous Chamber of Commerce (SEQICC) is a leading Indigenous business membership organisation that was established in 2006. It is responsible for fostering trade, building capacity, representing the views of Indigenous business owners and promoting wealth creation.

The SEQICC was formed in 2006 by a group of visionary Indigenous business leaders who wanted to see Indigenous business owners come together and share their knowledge.

The SEQICC is closely affiliated with other regional Indigenous chambers of commerce, Indigenous business networks and Indigenous business associations and is a member of the Indigenous Business Council of Australia. SEQICC's membership represent Indigenous business owners who operate in almost every industry sector across Australia.

- **The SEQICC is located in Brisbane.**

## SEQICC Vision

To achieve the best possible business environment for Indigenous business in the South East Queensland region.

## SEQICC Objectives

- To become the peak representational body for Indigenous business in the South East Queensland region.
- To become a relevant and engaged membership movement for Indigenous business in the South East Queensland region.
- To become the essential partner for Indigenous business in the South East Queensland region that actively promotes fostering trade, building capacity, advocacy and wealth.
- To become a data-centric organisation that creates value from the insights it has with Indigenous business in the South East Queensland region.
- To become an employer of choice and a well governed organisation.
- To become a financially sustainable organisation.

## SEQICC Board

The South East Queensland Indigenous Chamber of Commerce (SEQICC) is a not-for-profit organisation. The SEQICC has a purpose-designed constitution which outlines the way that SEQICC will operate as a legal entity.

The Board will direct the activities of a small management team of employees who will manage the day to day activities of the SEQICC. The Board will appoint the Chief Executive Officer of the SEQICC, who will report to the Board. The Board will agree to a three year Strategic Plan and will delegate appropriate authority to the CEO. The short term aim of the Board is the successful implementation of the Strategic Plan. The longer term task of the board is the sustainability of the SEQICC beyond three years.

## SEQICC CEO Position summary

**Position Title:** Chief Executive Officer  
**Reports To:** The Board, SEQICC  
**Supervises:** Marketing, Membership and Project Staff

The primary responsibility of the CEO is to manage to establish the SEQICC office (and its day-to-day operating systems), raising the profile of SEQICC and securing funding for the organisation. This includes using your management skills to ensure the effective management of multiple agendas that meet management, corporate and financial compliance and governance requirements.

The CEO will also being responsible for managing and successfully implementing a number of activities that have been identified during the strategic planning process and developing quality relationships with external stakeholders.

Demonstrated executive level administrative, financial and resource management experience is essential.

## Primary Objective of CEO

To build on support from the government and corporate sectors to operate and promote a strong and relevant Indigenous Chamber of Commerce which is self funding.

### 1. SEQICC CEO Position responsibilities

The primary responsibility of the CEO is to can be divided in to four (4) areas;

1. Operations Management
2. Business Planning and Management
3. Stakeholder/Relationship Management
4. SEQICC Focus Areas and Activities

#### 1.1 Operations Management

- Manage the day to day operations of the SEQICC.
- Provide leadership and direction to staff in the SEQICC including the capacity to create a vision and clear path for staff and encourage best practice by growing the skills of staff.
- Support, coordinate and facilitate membership activities.
- Ensure that risk is managed.
- Develop an SEQICC Code of Conduct and Codes of Values.
- Monitor and develop staff performance and training.
- Monitor budgets and prepare financial and resource reports and statements.
- Ensure achievement of activities that relate to the four SEQICC Strategic Focus Areas (1) Fostering trade, (2) Building capacity, (3) Advocacy (Representation); and (4) Promoting wealth creation.
- Undertaking the activities determined by the SEQICC President/Board

#### 1.2 Business Planning and Management

- Lead business planning, identifying opportunities for organisational growth and funding opportunities.
- Manage grants and contracts and provide relevant advice to the SEQICC Board, on all matters relating to funding and contractual obligations.
- Establish specific goals and measurable targets for SEQICC activities.
- Ensure effective monitoring of performance and support the achievement of SEQICC's strategies, goals and targets.
- Implement the SEQICC Strategic Plan within identified resources using strategic vision set by SEQICC Board.
- Provide comprehensive advice and analysis to the SEQICC Board.
- Develop and implement a marketing and promotion strategy
- Provide advice to the SEQICC Board on funding, financial management, strategic focus area activities, initiatives, and programs; develop, analyse and evaluate proposals with the potential to expand the financial base of the SEQICC.

## 1.3 Stakeholder/Relationship Management

- Ensure a cohesive working relationship with the SEQICC Board and President.
- Promote SEQICC's profile as a leading Indigenous business organisation locally and nationally.
- Actively build relationships with all stakeholders (internal and external), negotiate outcomes and promote best practice solutions to facilitate effective partnerships and collaborations.
- Engage and liaise with members to ensure that all activities are developed in accordance with members aspirations.
- Represent the SEQICC at official functions.

## 1.4 SEQICC Focus Areas

- Advocate and develop the SEQICC Strategic Focus Areas Areas (1) Fostering trade, (2) Building capacity, (3) Advocacy (Representation); and (4) Promoting wealth creation.
- Regularly update SEQICC membership on work that is undertaken by SEQICC.
- Prepare quarterly Newsletters to promote the work of the SEQICC and the progress of the SEQICC activities.
- Encourage Indigenous business owners to support the SEQICC.
- Support and encourage Indigenous business development in Queensland.
- Communicate the policy positions and other work of the SEQICC to key stakeholders, including governments and politicians, policymakers and the broader community.

## 2. SEQICC CEO Position key selection criteria

The selection criteria for this position consists of three components. You are required to prepare a statement against ALL three criteria.

- **Please note:** this must be limited to a **maximum of four pages**.

### (SC 1) Desirable Qualifications

- Appropriate tertiary qualification together with extensive experience, or an equivalent combination of relevant experience and/or education/training.
- Proficiency in Microsoft Office, Outlook and accounting software (MYOB preferred).

### (SC 2) Specialist Knowledge

- Demonstrated knowledge of the Australian business landscape, business structures and systems. Ideally this understanding is supported by experience in small business or working with small business.
- Sound understanding of the corporate and government sectors gained in a relevant industry sector, or alternatively experience in interacting with the corporate sector.
- An understanding of the State and Federal Governments funded programs environment (desirable)

### (SC 3) Knowledge and Skills

- Demonstrated executive level administrative, financial and resource management experience and the executive level credibility to be able to converse easily with CEO's, executives and politicians.
- Demonstrated organisational management skills including the ability to manage the operations of an organisation including preparation of budgets, reports and board information and the demonstrated experience in managing projects (keeping them on time and within budget).
- Well established network of contacts in the Indigenous community, government, not for profit sector that will be beneficial to the SEQICC
- Excellent communication and networking skills and a demonstrated ability to effectively, consult, negotiate and liaise with stakeholders at all levels
- Proven ability to exercise sound judgement, act autonomously and with initiative, including the ability to formulate, develop and implement new ideas.

- Success in obtaining and negotiating funding from a range of funding agencies including government, corporate Australia and the philanthropic sector.

### 3. SEQICC CEO Position job complexity, skill and knowledge

#### Level of Supervision/Independence

- This position operates under the direction of the SEQICC Board. The CEO operates with a considerable degree of autonomy and independence in the execution of the role. The position supervises the staff (and external contractors) of the SEQICC.

#### Problem Solving and Judgement

- The CEO is expected to demonstrate considerable business judgement and high-level problem solving skills. The position requires the achievement of complex objectives in a complex organisational environment. The incumbent is expected to demonstrate the qualities of adaptability, resilience and tenacity, and a commitment to achieving objectives in the face of difficulties.
- It is expected that the incumbent will bring expertise and experience to bear to the process of continuous improvement and the resolution of problems. The ability to provide strategic support and advice is a requirement of the position.

#### Professional and Organisational Knowledge

- The CEO is expected to have a knowledge of all the main business issues and that affect Indigenous business owners and the development in the South East Queensland region.
- Furthermore, it is essential to understand the diversity of the environment and the Indigenous business sector. A good understanding of the stakeholders and areas of collaboration is essential.

#### Resource Management

- The CEO has managerial responsibility for considerable financial, human and capital resources.

#### Breadth of the Position

- The CEO will be multi skilled and able to manage a small not-for-profit organisation.

### 4. SEQICC CEO Position personal qualities required for position

The following personal qualities will be assessed via the interview and reference checks.

- *Empathy and Cultural Awareness:* Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.
- *Drive and commitment:* Enthusiastic and committed; demonstrates capacity for sustained drive.
- *Effort and hard work:* Sets high standards of performance for self and others; enjoys a vigorous and dynamic work environment.
- *Conceptual and analytical ability:* Deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.
- *Initiative and accountability:* Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
- *Relationship building:* Establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication.
- *Developing others:* Actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities.

## 5. SEQICC CEO Position additional information

- A current licence to drive a motor vehicle is required.
- Attendance at after hours meetings will be required.
- Domestic travel will be required.
- Commencement – Early February 2013

### How to apply for this CEO position

1. Read the position description carefully.
2. If you have any questions regarding the position, contact the person listed in the enquiries section.
3. Prepare your application with following information as well as any special instructions that may be contained in the position description:

Applications for this position must include the following:

1. Written cover letter that outlines why the applicant believes that are would be suitable for this position.
2. Resume that outlines educational and employment background, which must also include at least 2 referees.
3. Statement against the Key Selection Criteria on page 5.
4. Copies of any relevant certificates or qualifications maybe requested at interview.

### Further Information

- Neil Willmet, President, SEQICC on phone: 0413 246 624

### Applications

To submit your application, please send to [secretary@seqicc.com.au](mailto:secretary@seqicc.com.au)

- **Closing Date: Monday 17 December 2012**