

EXECUTIVE DIRECTOR – AUSTRALIAN CAPITAL TERRITORY CHAPTER

Position Description

The Australian Institute of Architects is a peak professional and national membership based organisation representing approximately 11,000 architects across Australia.

Through its State and Territory Chapters, the Institute offers a wide range of high quality, member-focused services and activities, advocacy, and life-long education to support architects to remain at the cutting edge of their profession and to promote the value of architecture more broadly

Goal

To make the world a better place through architecture.

Vision

A strong architectural profession that inspires clients and promotes community and public interest through exceptional design and an ethical approach to the built environment.

Mission

To develop and promote a strong architectural profession and be the public voice for architecture.

Three-year strategic outcomes (2018-2020)

- A well regarded and highly relevant profession
- Strong governance guiding the profession
- Respected advocate with clear policy agenda
- Strong member engagement and loyalty
- Indispensable member services
- Vibrant high capacity Institute

Organisation Values

- | | |
|------------------|--|
| ▪ One community | Embracing diversity and open communication |
| ▪ Innovation | Demonstrating leadership with courage and creativity |
| ▪ Accountability | Acting with integrity, responsibility and sustainability |
| ▪ Respect | Relating with empathy and recognition of effort |
| ▪ Collaboration | Working together with trust, transparency and fun |

Reporting lines

Reporting to the General Manager – Member Engagement, the Executive Director is accountable for the commercial, operational, advocacy and resource management of the Australian Capital Territory Chapter. The role is full time, has two direct reports and is based in the Canberra suburb of Red Hill.

Key responsibilities

Working collaboratively with National office and Chapter staff this role is responsible for:

- Business and operational planning and management of the Chapter and its delivery of high quality services and programs in response to the changing needs of members and architecture practice/business priorities
- Implementing policy and programs to achieve the Institute's Strategic Plan and financial targets
- Advocating for and promotion of architects and the importance of architecture to the Federal and ACT Governments, the building, property, construction and allied industry sectors as well as to the broader community
- Facilitating the work of Chapter Council, committees and task groups
- Developing and implementing strategies to recruit and retain members

- Representing the Institute and engaging effectively with a wide range of stakeholders including government, education, allied industry and professional organisations, national and local sponsors and partners and the public
- Delivering strong leadership of Chapter staff and building of a high performing collaborative team environment.

Key stakeholder relationships

| Internal | External |
|---|--|
| Chief Executive Officer | Federal and ACT Government representatives and officers |
| Executive Management Team (EXCO) | Industry and professional association representatives |
| National managers and their staff | Board of Architects (ACT) |
| Chapter President and Chapter Council | Institute Corporate partners and local partner/sponsor representatives |
| Regional member representatives, if applicable | Territory Education sector and university representatives |
| Other Chapter Executive Directors and their staff | Local media |
| Local Chapter staff | Public (broader community) |
| Institute members | Contractors, consultancy and service providers |
| | Architects – non-members |

Key result areas and accountabilities

| Key result areas | Weighting | Accountabilities |
|--|-----------|---|
| <p>Strong and viable Institute Advocacy with impact</p> <p>Strategic and operational planning and management</p> | 15% | <ul style="list-style-type: none"> ▪ Develop, manage and monitor the Chapter’s business and operational plans and budget in line with the Institute’s overarching strategic plan and organisation needs ▪ Work with relevant internal and external stakeholders to develop strategies to drive member engagement and services ▪ Facilitate the work of the Chapter President, Chapter Council, Committees and Task Groups in line with the Institute’s Mission and strategic goals ▪ Undertake regular program/service reviews to identify key success factors, issues, opportunities and areas for improvement. |
| <p>Direct member value Respected leadership</p> <p>Member programs (Education, practice and governance)</p> | 35% | <ul style="list-style-type: none"> ▪ Plan and deliver local member recruitment and retention strategies and deliver a relevant member services program including programs for student and emerging architect members ▪ Plan and deliver appropriate education and continuing professional development programs to members ▪ Oversee the conduct of member and community programs, activities and events, including an annual Territory Architecture Awards program ▪ Oversee the timely production and distribution of the member communications including social media, E-news, newsletters and other publications ▪ Administer the Senior Counsellor Service and disciplinary procedures. |
| <p>Respected leadership Advocacy with impact</p> <p>Education, practice, advocacy, partnerships, and governance</p> | 35% | <ul style="list-style-type: none"> ▪ Manage day to day liaison with local members, government representatives, media and other external stakeholders in line with agreed protocols. ▪ Advocacy - keep updated on Territory and Federal Government policies that relate to or have an impact on architecture standards, education, policies and practices ▪ Advocacy - coordinate and attend meetings with government, professional and industry organisations ▪ Advocacy and policy - facilitate the preparation and writing of submissions to government (all levels) including liaison with other allied/kindred organisations, where appropriate. ▪ Develop and maintain a close working relationship with the Territory-based School(s) of Architecture and Board of Architects, ACT |

| Key result areas | Weighting | Accountabilities |
|--|-----------|--|
| | | <ul style="list-style-type: none"> ▪ Work closely with National office to coordinate the national corporate partner program and relationships within the Territory ▪ Source and manage local sponsorship for Chapter events and programs, in line with Institute guidelines. |
| <p>Strong and viable Institute</p> <p>A positive values-led internal culture with a strong governance and alignment with the profession</p> | 15% | <p>Human resources (HR)</p> <ul style="list-style-type: none"> ▪ Team management including staff recruitment, retention, coaching, performance review and issues, and professional development, in line with Institute policy and procedure ▪ Provide leadership and strategic direction to Chapter staff to nurture a highly motivated and high performing team with a strong collaborative 'team' culture ▪ Provide up-to-date information to Chapter staff to ensure adherence to Institute policies, procedures and systems. <p>Financial, facilities and assets</p> <ul style="list-style-type: none"> ▪ Prepare, manage and monitor Chapter finances to achieve/exceed agreed program, operational and labour budgets ▪ Where applicable and in conjunction with the Property manager, assist manage Chapter facilities, premises and assets to ensure: <ul style="list-style-type: none"> ○ facility complies with all OHS policies and legislative requirements ○ ongoing maintenance and services are undertaken - cleaning, security, utilities, equipment maintenance etc. <p>Evaluation and reporting</p> <ul style="list-style-type: none"> ▪ Provide regular monthly chapter activity, issues and advocacy reports to the CEO and Executive Committee (EXCO) ▪ Prepare regular reports / prepare papers for Chapter and National Council meetings, as required ▪ Ongoing review and evaluation of projects and the preparation of reports/feedback on issues, opportunities and areas for improvement. |

Key skills, experience and personal attributes

- A tertiary qualification in business management, policy, architecture, public relations and/or a related field, is essential
- A minimum of five years' management experience in a similar role with an industry or professional association or stakeholder engagement focused organisation
- Proven experience in an advocacy, policy and or relationship management role(s)
- Proven experience in developing programs and services for a large and diverse stakeholder base
- Demonstrated commercial and strategic acumen including strategy planning, implementation, and fiscal management
- Strategic thinker with strong analytical and problem-solving skills
- Results focused with a willingness to push yourself and your team to 'go the extra mile' to achieve goals and meet deadlines
- Demonstrated ability to effectively manage relationships including experience managing volunteer committees and advisory/task groups
- Demonstrated commitment to quality customer service and a continuous improvement culture
- Team/human resource management experience including recruitment, performance management and coaching
- Demonstrated strong interpersonal, leadership, team building and motivational skills and a commitment to nurturing a positive and collaborative team culture
- High-level of initiative and self-management skills and a proven ability to provide clear direction and task delegation to staff, as and when required
- Clear and effective communicator with strong oral and written communication skills

- Proven ability to exercise diplomacy, discretion and sound judgement in dealing with confidential matters
- Well-developed negotiation, liaison and interpersonal skills
- Proven ability to undertake research and interpret research data and findings
- Availability to work outside of normal office hours to meet the requirements of the business including attending Chapter meetings and events.

Executive Director: _____ **Date:** _____

General Manager - Member Engagement: _____ **Date:** _____