

CANDIDATE INFORMATION PACK

CHIEF EXECUTIVE OFFICER

CLOSING DATE: 13 October 2023



ABOUT THE PETER CULLEN TRUST

The Peter Cullen Water and Environment Trust exists to improve Australia's water and environmental management by fostering great leaders and transformational conversations. We work towards a world where water and the environment are managed sustainably and equitably.

The Trust was founded in 2009 to continue the impactful legacy of Peter Cullen (see below), by enabling a new generation of water and environment leaders to work across the complex interactions between climate, water, energy, food, biodiversity and communities.

The purpose of the Peter Cullen Trust is **to foster courageous leadership to tackle big challenges in water and environment**. We undertake this within our overarching mission of **Bridging Science, People and the Environment**, reflecting our philosophy that respectful, informed and meaningful collaboration is the key to responsible and sustainable water management. We deliver programs that develop leaders who improve Australia's water and environment management.

The Trust is a registered charity and a Deductible Gift Recipient. It is not politically aligned and is neither an advocacy nor a lobbying organisation.

Strategic Intent

The Trust aims to respect the legacy of Peter Cullen through the following Strategic Goals:

- Strengthen the 'bridge' between science and policy in the management of Australia's water and environment.
- Use active cross-sectoral networks to nourish adaptive leadership and communication skills in Australia's water and environmental managers.
- Foster informed and ongoing discussion and debate about the future management of Australia's water and environment.
- Ensure the Peter Cullen Water and Environment Trust is strong and sustainable.

The Strategic Plan 2021-2024 is available for download on the Trust's website:

<https://www.petercullentrust.org.au/strategic-plan/>

How we deliver

The Trust offers a suite of programs, events, activities and continuing professional development opportunities. Its most recognised deliverables are its flagship Leadership Programs: the *PCT Leadership Program* and the *PCT Leadership Program (Women)*. The Trust collaborates with sponsoring organisations to identify leaders to participate in these programs. As 'sponsors', these organisations fully-fund a participant's participation.

The Trust also offers fully and partly funded scholarships to support candidates who may otherwise be unable to participate, including Indigenous candidates, individuals from the community and NFP sectors and to support gender equity across the Trust's programs.

The work of the Trust is supported and enhanced by a wide network of Friends (eminent figures in the water and environment sector, invited by the Board to become a Friend) and a close ongoing relationship with Fellows (graduates from the flagship programs.)



ABOUT PROFESSOR PETER CULLEN AO (1943-2008)

The late Professor Peter Cullen AO was a water scientist with a superb capacity to synthesise and communicate complex ideas in a simple, clear way to local communities, policy makers and politicians.

Peter made an enormous contribution to Australia and was instrumental in elevating the need for water reform to a topic of national debate. He was highly influential in Australian government decisions to invest at unprecedented levels in the National Action Plan for Salinity and Water Quality, the National Water Initiative and the National Plan for Water Security.

His candour, courtesy, credibility and discretion earned him respect at all levels, and as Professor Tim Flannery wrote in Peter's obituary in *The Age* on 18 March 2008 "he was someone to whom Prime Ministers looked for leadership."



THE ROLE

<u>Position Description:</u>	Chief Executive Officer
<u>Location:</u>	Australian capital city preferred, negotiable
<u>Position Reports to:</u>	Board of Directors
<u>Position Type:</u>	Contract for three years

In fourteen years, the Peter Cullen Trust has established an enviable reputation in developing leaders and stimulating conversations and debate around water issues. It has developed a strong business model that has been a platform for financial self-sustainability. In the current dynamic environment, this provides an outstanding base for further development and growth.

The Trust's Board is seeking a highly motivated, collaborative, and entrepreneurial CEO who is a strategic thinker and can lead the organisation for a sustainable future and through its next stage of development.

The CEO will be a person who:

- Is an experienced executive with demonstrated capability to excel in a CEO role.
- Has a solid professional standing and who will command credibility in the water and environment sector.
- Has experience in the water, environment or land management sectors and who understands and can talk to the issues in water, environment, and land management.
- Is an excellent communicator with a demonstrated capacity to work with diverse stakeholders.
- Has sound business acumen, and financial management skills.
- Is well organised, a self-starter with strong management skills and able to lead a small team who work remotely.
- Has capacity to add value to and lead conversations about water and environment management and related issues within Australia.
- Has strong networking and partnership building skills with demonstrated capability to build key relationships.
- Has proven capacity to identify and bring about business and sponsorship opportunities in an evolving funding environment.
- Has a good command of governance principles and practices, ideally with experience in the not-for-profit sector.
- Has drive, enthusiasm and a passion for developing people and delivering results.



DUTY STATEMENT – CHIEF EXECUTIVE OFFICER

Role Summary

The primary function of the Chief Executive Officer (CEO) of the Peter Cullen Trust (PCT) is to lead and manage the operations, strategic direction, and resources of the organisation.

Responsible To

The CEO is responsible to the Board of the Peter Cullen Trust (“the Board”). Outside Board meetings, reporting will generally be via the Board Chair.

Supervision and Leadership

Responsible for supervising and leading a small and geographically distributed team. Offer leadership that aligns with the PCT's principles and commitment to courageous leadership.

Limits of Authority

Responsible for the overall management and direction of the organisation adhering to any limits of delegation or authority as set by Board policies.

Performance Evaluation

An employee performance appraisal will be conducted annually with the Chair of the Board and representative of the Nominations Committee.

Reporting

Regular briefing to the Chair of the Peter Cullen Trust.

Quarterly Board meetings with provision of agenda and papers including a CEO report and other reports on progress of PCT business as relevant.

Quarterly Audit, Finance and Risk Committee and Business Development and Philanthropy Committee Meetings including provision of agenda, CEO finance report and financial papers.

Development of and regular reporting against the Strategic Plan and annual Operations Plan.

Provision of an annual report stating performance against agreed objectives.

Accountabilities for the CEO of the Peter Cullen Trust

The following outlines the cumulative accountabilities required of the role. These can be amended by agreement in writing with the Chair of the Board.

1. Legal compliance
 - Maintains official records and documents and ensure the submission of all required legal and regulatory documents.
 - Monitors compliance with all relevant laws and regulations.



2. Mission, policy and planning

- Helps the Board determine the PCT's purpose, values, mission, vision, and goals/objectives and then delivers these as required by the Board.
- Keeps the Chair and Board fully informed on the condition of the PCT and on all the important factors influencing it.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and facilitates discussion and deliberation.
- Helps the Board monitor and evaluate PCT's relevance, its effectiveness, and its results.
- Informs the Board and its committees about trends/issues relevant for the contextual environment of the PCT offering suggested actions or responses as required.
- Keeps informed of developments in not-for-profit management and governance, philanthropy, and fundraising.

3. Leadership and administration

- Provides general oversight of all PCT activities, manages the day-to-day operations, and ensures a smoothly functioning, efficient organisation.
- Cultivates a work environment that recruits, retains, motivates, and supports quality staff and volunteers, building a staff culture where everyone is valued and equipped to do their job.
- Promotes diversity and equality of opportunity in all work and practices.
- Recommends staffing and financing of such positions to the Board and in accordance with Board action, recruits staff, negotiates professional contracts and duty statements and sees that appropriate salary structures are developed and maintained
- Plans and meets deadlines.
- Handles detail, balances multiple tasks simultaneously, and makes timely decisions exhibiting sound judgement regarding administrative issues.
- Demonstrates commitment to continued professional growth and development.

4. Governance

- Works with the Chair and Board to ensure that the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance.
- Liaises regularly with the Chair, aiding with the Board's timely attention to core and compliance matters.
- Helps the Board articulate its own role and accountabilities and that of its committees.
- Works with the Board members to get the best thinking and involvement of each, and to stimulate each Board member to give their best.

5. Finance

- Oversees the fiscal activities of the organisation including budgeting and audit.
- Reports to the Audit, Finance and Risk Committee quarterly or as otherwise required on all finance related matters.
- Supports the Business Development and Philanthropy Committee to achieve its income generating objectives.
- Ensures the timely and complete preparation of the annual audited accounts.



- Develops and presents to the Board a forward plan for organisational financial sustainability, including identifying and developing sponsorship and income strategies for the PCT.
- Identifies, cultivates and solicits sponsorship prospects.
- Ensures the availability of materials to support sponsorship and donations.
- Promotes programs and services that are produced with a value for money approach while maintaining an acceptable level of quality.

6. Business Development and Relations

- Establishes the credibility, relevance and value proposition of the PCT.
- Initiates, establishes and maintains strong cooperative relationships, including strong engagement with existing Program sponsors.
- Develops smooth and constructive relationships with PCT Fellows and Friends.
- Promotes the corporate image of the Trust through professional interpersonal relations.
- Listens to sponsors, volunteers, donors and stakeholders to improve programs and offerings of the PCT.
- Represents the PCT at all appropriate events and opportunities.
- Ensures the effective support and servicing of the major stakeholders.
- Conveys a professional and positive image and attitude.



APPLICATION REQUIREMENTS

Candidates should provide the following material:

1. Covering letter

The letter should address the following:

- What has motivated you to connect with and apply for the role of PCT CEO?
- What would be your approach to the role?
- What do you see as your legacy in undertaking the role?

2. Curriculum Vitae, including details of two referees

3. Statement against the Selection Criteria:

- a. Demonstrated leadership and substantial experience in the water, environment or land management sectors; understanding of and ability to talk to the issues in water, environment and land management.
- b. High emotional intelligence which shows sophisticated capabilities to understand and connect with people.
- c. Knowledge of governance and compliance requirements in a not-for-profit setting, and able to develop and lead financial and organisational strategy and actions.
- d. Ability to develop and sustain strong strategic partnerships.
- e. Highly motivated and collegiate: self-starter who is hands on and can lead and manage in a small team and remote working environment.

TERMS AND CONDITIONS

Salary Package:

Pro rata based on a Full time Equivalent total remuneration package in the range of \$140,000 - \$160,000 (inclusive of 11% superannuation) with the final amount depending on the candidate's experience.

Employment Details:

Three-year employment contract.

This is a part time role, at 0.6-0.8FTE, negotiable with the successful candidate. The pattern of work (hours and days) will be agreed with the successful candidate. The Trust is prepared to consider additional elements of flexible working arrangements.

There will be a three-month probation period.



The location of the Peter Cullen Trust office is in Canberra, with the small staff team currently distributed across Canberra, Melbourne and Brisbane. Candidates should outline their intended location of work in their application.

Leave:

- 4 weeks paid annual leave (pro rata)
- Normal working days between 24 December-1 January that are not public holidays, may be taken as additional paid days off work.
- Other leave in accordance with the National Employment Standards

Travel: As necessary in response to requirements of the position and in accordance with the budget. At a minimum, travel for attendance at face-to-face Board meetings twice a year.

To apply: To apply for the position, please review the Candidate Information Pack and submit your application comprising your response to the Selection Criteria, CV and cover letter by email to Office@petercullentrust.com.au.

If you do not receive a confirmation of receipt of your application, please follow up.

Applications close: 11:59pm AEST Friday 13 October, 2023.

Questions about the role? Please email the Acting CEO, Dr Bek Christensen at Bek@petercullentrust.com.au.

Right to work in Australia for international applicants:

The Peter Cullen Trust is not able to sponsor entry to Australia. In applying for an Australian-based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa).

Gender, diversity and inclusion:

A commitment to having a gender and diversity focus is essential to the Peter Cullen Trust pursuing its mandate. The Trust respects and values diversity and does not discriminate on the basis of race, gender, ethnicity, age, religion or politics. This is reflected in our selection decisions which are made entirely through a merit selection process.

The Trust appreciates the time and effort taken to apply for a position with us.