



## Central Victorian Greenhouse Alliance

### Chief Executive Officer - Position Description

**Reporting:** CVGA Chair and Board of Directors

**Salary Range:** \$100,000 - \$120,000 pro rata

**EFT:** 0.8-1.0 Full Time Equivalent negotiable

**Based:** Central and North West Victoria. Current offices are in Castlemaine.

**Contract period:** 3 years

**Commencement:** March-April 2022

**Applications close:** 5pm, 7<sup>th</sup> of February 2022

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### Role and Summary Statement

The [Central Victorian Greenhouse Alliance](#) (CVGA) is a formal network of 13 local governments operating in central and northern Victoria. Established in 2000, the CVGA is part of a broader network of [greenhouse alliances](#) now operating across the state of Victoria. The CVGA is a registered charity and an incorporated not for profit organisation. The CVGA is financed through council membership fees, with additional external project delivery funding, most often secured through grants and social enterprises.

Over the past 21 years, the CVGA has delivered significant impact across its projects, advocacy and knowledge sharing. The CVGA implements joint initiatives that provide economies of scale and enable projects typically beyond the reach of individual councils. CVGA's project work is complimented by targeted advocacy, capacity building, information sharing and regional partnerships.

Under the guidance of CVGA Board of Directors, the Chief Executive Officer (CEO) is responsible for the overall management, administration and operation of the CVGA. The role assists CVGA member councils and communities to be drivers of change in the region by identifying and working with project partners to secure funding and resources to realise high profile initiatives. This requires the position to work autonomously across multiple sectors to identify new opportunities and initiate, design and scope collaborative projects that deliver benefits to multiple sectors and stakeholders (including member councils, regional communities and partners). The position will also be responsible for leading the Alliance's advocacy process and facilitating consensus between members on key advocacy issues. It also requires ongoing collaboration with other Greenhouse Alliances and regional networks to capture scale and facilitate the delivery of state and sector wide initiatives.

The role oversees, and is supported by, a small team of staff including an Office Manager, a Bookkeeper and Program Managers/Officers, and also at times volunteer resources and external contractors. The position is accountable to the CVGA Board, including a Finance

and Audit Subcommittee. The role requires 0.8-1.0 Full Time Equivalent (FTE) and will be negotiated with the preferred applicant. Currently the CVGA has an office in Castlemaine, however there is flexibility to shift this office to another part of the CVGA region, as well as flexible working arrangements. The CEO also will be provided with access to the CVGA Electric Vehicle to undertake duties across the region as required.

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### **Major Duties**

The purpose of the CVGA CEO is to lead and grow the reach and effectiveness of the CVGA including the following major duties:

#### **Organisational**

- Periodically lead review of the Strategic Plan whilst ensuring ongoing delivery of the strategic direction of the alliance
- Work with member councils to develop Annual Action Plans and identify and pursue new collaboration opportunities
- Manage the human, financial and information resources of the CVGA including the recruitment and management of staff
- Support the Board by coordinating board meetings, and where appropriate, CVGA working group meetings and workshops
- Coordinate the ongoing review of governance, policy, processes and funding sources to reduce the risks to Alliance operations and long-term viability
- Develop and coordinate the development of promotional material relating to CVGA projects, programs and initiatives, including material for media releases, websites and other engagement channels
- Maintain strong governance structures and an engaged membership
- Manage dispute resolution between Alliance members

#### **Project development and delivery**

- Develop and source funding for and, where appropriate, directly lead the delivery of major projects to reduce emissions and adapt to climate change in the CVGA region.
- Provide expert and strategic advice to the Board, member councils and associate members on the development and implementation of cross-sectoral projects, policies and strategies relating to GHG emission reduction and positioning the region to adapt to Climate Change
- Manage dynamic project teams and working groups to ensure the successful delivery of initiatives to meet the objectives of the Alliance's strategic plan
- Evaluate and report on key project outcomes and communicate these to CVGA's key internal and external stakeholders
- Collaborate with other Alliances and other regional networks to capture scale and coordinate State-wide initiatives

## **Advocacy**

- Support CVGA's Board to deliver agreed advocacy priorities
- Undertake targeted research to support CVGA's agreed advocacy positions
- Act as an advocate for the Alliance
- Prepare and present complex submissions, briefings, correspondence and reports for the Board, CVGA members and associate members and other stakeholders as required
- Support member councils and associate members to take a strong position in relation to climate change issues and, represent the interests of regional Victorian Councils and other stakeholders in relation to state and federal government policy on these issues

## **Capacity Building and Knowledge Sharing**

- Provide strong leadership, through ensuring collaboration amongst member councils and CVGA staff and contractors
- Represent CVGA and CVGAs strategic direction/plan in various forums and networking to ensure CVGAs profile, advocacy and project successes remain topical
- Work with other Greenhouse Alliances for effective advocacy and knowledge sharing
- Mentor and build the capacity of the CVGA network on issues (policy, technical, financial, behavioural) impacting climate change mitigation and adaptation initiatives
- Facilitate information exchange between member Councils and Alliances to fast track the sharing of learnings and reduce inefficiencies of parallel or isolated programs
- Provide strategic advice (written and verbal) to senior decision makers (Councillors, directors etc) within member Councils on key policy issues, relevant regulation and the benefits and risks of major projects and opportunities
- Identify skills and knowledge gaps and design and deliver capacity building opportunities for member Councils and CVGA staff (eg. events, workshops, conferences) by leveraging existing networks and contacts within Local Government and commercial sectors
- Act as the designated spokesperson for the Alliance to provide comment to regional media on relevant projects and advocacy issues
- Work with the community, industry and other levels of government to raise awareness of the likely impacts of climate change and facilitate action to reduce emissions.

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## Organisational Relationships and Accountability

### Internal Relationships

CVGA Board of Directors, CVGA working group of Council Officers, CVGA staff (office manager, program managers/officers, bookkeeper), Councillors and Council Executive teams.

### External Relationships

Project partners, residents, businesses, community groups, regional organisations / groups, State and Federal Ministers and other government representatives, philanthropic organisations, other Victorian Greenhouse Alliances; environment practitioners; peers.

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## Key Selection Criteria

Applicants are required to address each of the Key Selection Criteria. To perform the job successfully, an individual should demonstrate the following competencies and qualities:

### Essential Qualifications

- A Bachelor's Degree or extensive relevant work experience in the fields of environment, climate change, sustainability or related.

### Essential Experience

- Demonstrated experience in working on climate change issues, greenhouse gas emission mitigation and adaptation
- Demonstrated project management skills with the ability to research, develop, coordinate, deliver and manage projects to achieve outcomes within set timelines
- Demonstrated experience in developing and maintaining relationships with internal and external stakeholders
- Demonstrated analytical, negotiation and problem-solving skills
- Demonstrated experience in managing organisational budgets and in seeking and securing funding support
- Demonstrated experience in advocacy to state and federal governments

### Desirable Experience

- Experience in local government or knowledge of local government processes
- Experience running a not-for-profit organisation including HR management



## Prerequisites

- Valid drivers license in the state of Victoria
  - Applicants will be preferred to reside within the region, or be willing to move to the region for the role
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## Applying for the role

Interested applicants can apply by forwarding the following three documents to [eo@cvga.org.au](mailto:eo@cvga.org.au);

- Curriculum Vitae (CV) no more than 3 pages detailing previous work, volunteer and educational experience
- Address of Key Selection Criteria
- Cover letter outlining interest and capacity in role

Please forward your Application to [eo@cvga.org.au](mailto:eo@cvga.org.au)

**Applications close: 5pm Monday the 7<sup>th</sup> of February 2022**