



JY AUSTRALIA

From Country to Serve Country

CANDIDATE BRIEFING NOTES

Chief Executive Officer
JY Australia



ABOUT JY AUSTRALIA..

JY Australia is an Indigenous and Veteran-owned professional service provider with a long and deep history of supporting Defence and Defence Industry. JY Australia are part of the broader Defence family and take great pride in supporting and building the capability of today's war fighter. The JY Australia team has Defence experience both in and out of uniform, further enhancing their ability to support the war fighter. A Veteran rich workforce is attributed to our career pathways program which targets transitioning service personnel through support, training and mentoring.

JY Australia is also committed to the development and employment of Indigenous professionals through the implementation of the JY Australia Indigenous Development and Employment Program (IDEP), which strives to increase Indigenous development, expertise and representation at all levels in the Australian Public Service and Industry. JY Australia's connection to Indigenous talent, Defence and Defence Industry makes it the ideal partner to create meaningful employment opportunities for First Nations People – from Country to serve Country.

VALUES:

Professional: *We are highly competent and always strive to exceed expectations*

Trustworthy: *We are trusted to deliver value and act with integrity*

Community: *We are genuinely inclusive and care for our people*

ACKNOWLEDGEMENT OF COUNTRY:

JY Australia acknowledges the country, custodians, and community of the land on which we live and work.
We pay our respects to ancestors and Elders past, present, and future.

JY is committed to honouring our First Nations peoples' unique cultural and spiritual relationships to the land, waters, and seas, and their rich contribution to society.



EXECUTIVE ROLE BRIEF...

Our client, JY Australia is an Indigenous and Veteran-owned Professional Services and Management Consultancy established to deliver multi-faceted services capability to Government, Defence and Industry, and advance opportunities for Indigenous talent to develop careers in the Defence Sector. Founded in 2016, JY Australia has grown significantly and now operates branches in Adelaide, Canberra, Melbourne and Sydney.

The opportunity now exists for a new Chief Executive Officer to lead the organisation through an exciting era of sustained growth. Working closely with the Board and leading a team of just under 100, you will play a key role in both continuing the outstanding work of the outgoing CEO, while guiding the organisation through its next era of leadership – and capitalising on growth opportunities, which will ultimately increase Indigenous employment and participation in Defence, Industry and Government sectors.

Assuming responsibility for strategic leadership, operational management, team leadership and development, governance and compliance and client relationships, you will add significant value to the organisation through your relevant qualifications, personal qualities and extensive experience from within a similar environment at a senior leadership level, where growth while maintaining organisational culture is all-important.

We are seeking a results-oriented, collaborative, visionary leader who is underpinned by profound ethics and principles. You will be proactive, energetic and strategic as you guide an organisation in already exceptional standing into a new era of opportunity and outcomes. The current incumbent will remain as a key member of the Board, so a full hand-over and ongoing support will naturally be provided.



POSITION DESCRIPTION..

Role Reports Into: Board of Directors

Direct Reports: 'Heads of'

Location: Head Office (Adelaide)

ROLE PURPOSE

Lead JY Australia's Executive Management and Operations to deliver the approved strategy developed by the Board of Directors and preceding CEO. Lead the agreed growth targets and scale JY Australia while maintaining the strong and unique culture and company values which highlights the identity of JY Australia.

KEY RESPONSIBILITIES

- Strategic Leadership
- Operational Management
- Team Leadership and Development
- Governance and Compliance
- Client Relationships
- Maintain JY Australia's 'People First' culture
- Grow the Company to achieve strategic goals
- Maintain the overall control of JY Australia's strategic operating activities
- Review and submit the Strategic Plan, Business Plan and Marketing Plan on an annual basis
- Review and prepare the Financial Budget and Mid-year Budget Review on an annual basis
- Maintain day-to-day operational control of JY Australia
- Oversee the management of all staff
- Oversee the Business Management System
- Ensure the profitability of the JY Australia in accordance with predetermined budgets
- Assist in the delivery of staff training programs

KEY RESULT AREAS (KRAs)

Strategy

- Develop, implement and execute the approved strategy and business plan
- Ensure operational performance is compliant to the strategy and Board approved documents such as risk appetite statements, KPIs, financial management systems, growth targets and cultural and values statements

Operational Performance

- Execute operations in line with the IAW approved strategy
- Ensure compliance with approved management systems (such as policies, procedures and work flows)
- Achieve agreed KPIs and growth targets
- Maintain and foster JY Australia's culture and values



POSITION DESCRIPTION...(CONT'D)

KEY RESULT AREAS (KRAs) (cont'd)

Professional Leadership

- Mentor and develop the Executive Manager and their subordinates
- Champion progressive and contemporary leadership

Governance

- Ensure compliance with the JY Australia Governance Schedule
- Ensure compliance to all reporting requirements and planning for Board Meetings

SELECTION CRITERIA

Essential Minimum Requirements

Educational/Vocational Qualifications:

- Tertiary and postgraduate qualifications in an appropriate discipline, or equivalent formal studies, would be an advantage

Personal Abilities/Aptitudes/Skills:

- Strong strategic leadership skills with a proven track record of driving change and innovation
- Ability to lead, influence and negotiate with stakeholders
- Excellent written and oral communication skills, with the ability to deliver to the Board and take public briefings
- Capacity to build relationships with key industry contacts and stakeholders

Experience:

- Experience leading senior management teams and proven ability to motivate people to achieve outcomes
- Experience in the delivery of Human Resources functions and services
- Small to Medium Enterprise (SME) Management

Knowledge:

- Government Procurement
- An understanding of the relevant Fair Work Australia Legislations

Desirable Characteristics

Educational/Vocational Qualifications:

- Australian Institute of Company Directors Graduate Certificate
- Master of Business, Project Management, Engineering or a relevant field

Personal Abilities/Aptitudes/Skills:

- Strong interpersonal and communication skills



POSITION DESCRIPTION...(CONT'D)

SELECTION CRITERIA (cont'd)

Desirable Characteristics (cont'd)

Experience:

- Defence Industry

Knowledge:

- ADF Veteran Employment
- First Nations Employment
- Management of relevant employee mental health challenges
- Quality Management Systems and Certification Standards



RECRUITMENT PROCESS...

Our best-practice and rigorous process incorporates pre-screening, initial interview, psychometric appraisal facilitated internally, reference checking and panel interview.

PSYCHOMETRIC APPRAISAL

Stillwell Management Consultants employs a team of Registered Psychologists and Registered Organisational Psychologists who work in parallel with our Recruitment team. The psychometric assessment process is administered and interpreted by our specialist team.

Successful applicants are offered a complimentary debrief session with one of our Registered Psychologists to take place within the first month of commencing in the role.

REFERENCE CHECKING

Should your application be shortlisted, you will be asked to provide the details of two to three professional referees. You will be required to provide SMC with the details of referees to whom you have directly reported, in the past 10-15 years or currently.

Referees are only contacted once your permission has been sought, at such a time in the process that it is necessary, and this will occur during the latter stages of the process.

We do offer flexibility in the timing of when we contact referees, particularly if you are nominating someone to whom you are currently reporting, and we are happy to discuss this with you at the appropriate time.

Stillwell Management Consultants endeavours to provide regular updates to you throughout the recruitment process, and all applicants will be notified, in writing or otherwise, of the outcome of their application.



LEAD CONSULTANTS...

Confidential telephone enquiries are welcome on (+618) 8212 0999:



NICK STILLWELL
General Manager



TESS SHAW
Recruitment
Consultant

ALL ENQUIRIES AND APPLICATIONS ARE TREATED WITH THE STRICTEST LEVEL OF PRIVACY AND CONFIDENTIALITY.

HOW TO APPLY...

Please visit <https://www.stillwellmanagement.com.au/jobs> and select 'Chief Executive Officer' to view the full advertisement.

Click 'Apply Online' and complete the online form (paying special attention to questions marked with an asterisk), and attach:

- your current CV/resume, and
 - your CV should include details of your full employment history as well as a detailed synopsis of your key responsibilities and achievements of the positions you have held over the last 10-15 years, or as relevant to the role for which you are applying
- a one-to-two-page Cover Letter addressed to the Consultant(s) listed above, highlighting your ability to demonstrate the skills and attributes required of the successful appointee

Immediately you will receive a receipt of your application and we ask that you verify your email address per the link in the email to ensure we are able to communicate with you using your correct details. If you do not receive this email, please check your junk inbox.

