

Position Description

Position title:	Chief Executive Officer
Classification:	SES-3
Employment term & type:	Fixed Term, Full Time 1.0 FTE
Work location:	664 Collins Street, Docklands 3008
Reports to:	Chairperson and Governing Board
Direct reports:	8
Position Number:	500059

About the Environment Protection Authority Victoria (EPA)

We are Victoria's environmental regulator, working to prevent and reduce the harmful effects of pollution and waste on Victorians and their environment. We are a values and purpose driven organisation, that works with the community, industry and governments to achieve our objectives and deliver positive outcomes for all Victorians.

About the position

As the Chief Executive Officer (CEO) you will report to the Governing Board and are responsible for the operational performance of the organisation and setting the strategic direction, in association with the Board. With the delegation of the Environment Protection Act 2017, CEO is empowered to lead the EPA to become a world-class science-based regulator, with enhanced proactive powers and tools to prevent harm to the environment and human health from pollution and waste.

As CEO, you will work closely with the Governing Board to evolve and implement the strategic vision, mission and objectives for EPA, as well as form strategic partnerships with Victorian Government agencies, duty holders and other regulatory bodies. Your success is measured by improvements to Victoria's environment, exceptional service delivery, intellectual rigour and innovative partnerships with key stakeholders, whilst ensuring the law is upheld.

You will inspire the organisational performance excellence, ensuring EPA continues its journey towards a more agile, modern science-based environmental regulator, making the changes needed to meet future environmental and health challenges, and the expectations of our community.

You will provide strong executive leadership, ensure public value and build a culture that supports a high performing modern regulator through exemplary collaborative leadership. The role manages a significant budget and a total staff of approximately 750 people and contingent workforce engagements as required.

Key accountabilities

1. Strategic Leadership and Governance

- Provide visionary leadership to guide and deliver the EPA's strategy, directions and priorities.
- Provide highly complex, strategic and expert advice to the Governing Board, the Minister and government agencies as required, reporting on risks, issues and opportunities.
- Position the EPA as a modern and effective environmental regulator, protecting the environment and human health with integrity and independence.
- Ensure effective corporate governance, financial management and regulatory accountability.

2. Environmental Regulation and Compliance

- Oversee the implementation and enforcement of environmental legislation and standards.
- Promote risk-based and evidence informed regulatory approaches.
- Ensure a multifaceted regulatory response through proactive engagement and education, inspections and monitoring and enforcing duty holders to comply with the law, directed by effective regulatory guardrails and guidance.

3. Stakeholder Engagement and Public Interface

- Act as the key spokesperson representing the EPA in dealings with government, industry, community and public forums.
- Maintain open, transparent, and trusted relationships with stakeholders, including First Nations communities, environmental NGO's and the business sector, managing their complex and competing demands.
- Promote community awareness and education about environmental protection.

4. Organisational Performance and Culture

- Foster a safe, positive and inclusive culture of integrity, innovation, diversity and high performance.
- Lead, motivate, and develop a multidisciplinary workforce committed to environmental outcomes.
- Drive continuous improvement and operational excellence.

5. Policy Development and Environmental Leadership

- Collaborate with government agencies and policymakers to shape environmental legislation, standards and programs.
- Ensure the EPA contributes thought leadership to emerging environmental challenges such as climate change and circular economy.
- Promote the integration of science, traditional knowledge and innovation in decision making.

Key selection criteria

1. Experience, knowledge and skills

- Proven senior executive leadership experience at CEO or General Manager level, leading medium to large complex regulatory or public sector environments to achieve outstanding results.
- Proven experience working effectively to a Board of Directors.
- Strong understanding of environmental protection principles, legislation and best-practice regulatory frameworks.
- Demonstrated experience in leading organisational transformation, strategic planning, and high-level decision making.
- Demonstrated track record in leading, coaching and developing high performing executives and teams.
- Proven ability to engage effectively with diverse stakeholders including government, industry, community groups, and First Nations peoples.
- Excellent communication, negotiation and advocacy skills.
- Understanding of climate policy, circular economy principles and environmental justice frameworks is desirable.

2. Qualifications

- Tertiary qualifications in environmental science, law, public administration, or a related discipline is desirable.

3. Personal attributes

- Integrity and accountability in all actions and decision.
- Courageous and strategic leadership in the face of complexity and competing interests.
- Ability to inspire trust, respect and performance across diverse teams and stakeholder groups.
- Resilience and adaptability in a dynamic regulatory environment.

Employment requirements

Employment terms and conditions:

Senior Executive Service employees are covered by a standard executive contract prescribed by the Public Administration Act 2004.

The Victorian Public Service (VPS) Executive Employment Handbook provides further information about government's policy on employment and remuneration for executives.

Probity checks and additional security clearance

EPA will conduct relevant and required checks about applicants and the information provided with an application. Such checks include but are not limited to A statutory declaration and consent form consenting to EPA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required. A police check will be conducted as part of the selection process. Identified positions within EPA will require additional security clearance. The successful candidate will be required to obtain and maintain this level of clearance.

How to Apply

The EPA are partnering with SHK Asia Pacific (SHK) on this search. Applications are to be submitted online by visiting **<https://www.shk.com.au/jobs> (preferred)** and scroll to this role. Apply by close date on the advertisement.

Please submit a recent CV/ Résumé (4-5 pages are preferred) and a brief letter (one page preferred) highlighting your capabilities against the role. You are not required to separately address Key Selection Criteria at this time.

Your CV achievements will be reviewed for alignment with the Key Selection Criteria. For more information about the EPA see <https://www.epa.vic.gov.au/about-epa>

If you are unable to apply online, email your application (CV and Cover Letter) to Penny Wilson, Senior Partner, SHK at penny.wilson@shk.com.au quoting **#3245998 and the role title in** the subject line. Please check receipt if no reply in seven working days, due to email security filters.

You may be contacted by SHK for further conversation or interview with the consultant, and potentially, to Panel interviews or other informal meetings as part of the process. Contact may be via email or phone, including voicemail.

Please note, selection processes may take some time and may include multiple panel interviews online or in person. You may be invited for further conversation or interview, or if short listed, panel interviews, and further meetings, as required. These may be conducted over several months. You will be notified of the outcome by email or phone, at the various stages that apply. There may be long gaps in communications.

Referees nominated will only be contacted if you are successful in moving to later stages of the process. Further referees may be formally requested at the appropriate stage, after any panel interviews.

Probity checks must be completed in full before you can be considered for appointment. Applicants should keep a copy of the position description.

For more information after reviewing this position description, and optimally after submitting your CV, please contact Penny Wilson, Senior Partner, penny.wilson@shk.com.au (preferred), or text 0434 589 284.

EPA acknowledges Aboriginal people as the first peoples and Traditional custodians of the land and water on which we love, work and depend. We pay respect to Aboriginal Elders past and present and recognise the continuing connection too, and aspirations for Country.