

Candidate Information Pack

Organisation: Council of Small Business Organisations Australia

Position: Chief Executive Officer

Consultant: Emma Alberici

Date: September 2025

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Advertising

Council of Small Business Organisations Australia

- Chief Executive Officer
- Drive advocacy
- Run the government's grants program

The Council of Small Business Organisations Australia (COSBOA) is the peak body representing 97.2% of all small businesses in the country. It is a member-based, not-for-profit group established in 1979 to represent the interests of a mix of more than 50 national and state-based members. COSBOA's strength is its capacity to harness its members' views and advance consensus across policy areas common to many.

This is a unique opportunity to run a significant peak body that has the ear and the respect of government. Managing millions of dollars of public grants to the sector, the COSBOA CEO has a significant governance and integrity role and the ability to make a real difference for the lives of Australians.

We are looking for a dynamic leader with experience in managing and inspiring a team. You need to be able to demonstrate your ability to influence government and provide the necessary comfort to members that you understand the issues that combine everyone from builders, pharmacists, retailers or sole traders in tech.

The successful candidate will be respected by all sides of the parliament and have skills, knowledge and experience in advocacy, media management and a reputation for high standards and ethics.

The role will be performed in Canberra and this is non-negotiable.

Closing date: 12th October 2025 11:59pm AEST

To learn more about the role and how to apply, please go to www.derwentsearch.com.au and "Search Jobs". For further enquiries, please email publicsector@derwentsearch.com.au or call Emma Alberici at Derwent on 0419 683 660.

The Company

Council of Small Business Organisations Australia

The Council of Small Business Organisations Australia (COSBOA) is Australia's peak body exclusively representing the interests of small businesses. COSBOA represents an estimated 1.3 million of the 2.5 million small and family businesses that operate in Australia.

Their core belief is that small businesses are the heartbeat of Australia's national economy and our local communities. Working towards a productive, sustainable, and supportive environment in which Australian businesses can grow and prosper. In representing small business, COSBOA is a passionate advocate to Federal Government to ensure that Australian small businesses can maximise their full potential.

The COSBOA team is truly connected to their core purpose to advocate for a better future for Australian small businesses. The team, working in conjunction with the COSBOA Board, Member Associations, skilled contractors, and a strong network throughout the country to leverage the lived experiences of small business operators, are dedicated to achieving real success for small business.

COSBOA is seeking a highly engaged, well connected and regarded individual, with strong team leadership skills, to become its next Chief Executive Officer.

COSBOA History & Goals

COSBOA was founded in 1977 and was incorporated in 1979 as a public company limited by guarantee. COSBOA has a proud history of strong advocacy on small business issues ranging from taxation and workplace relations, through to competition law and retail tenancy.

Created by people who believed that small business needed a voice that was not also representing big business – as a result, the Council of Small Business Organisations Australia is now the country's peak body exclusively representing the interests of small businesses.

Our goals are to:

- Promote and support the development of small businesses in Australia;
- Advocate advancing the interests of small business in Australia, including through policy change and regulatory reform;
- Foster an increased awareness and understanding of the role of small business in Australia amongst public servants and elected government officials, larger businesses, the media and the general community.

COSBOA engage members and provide opportunities for them to influence outcomes affecting their business, and their industry. Acting as the conduit for information from our members to Government and other organisations, and vice versa.

A key activity of COSBOA is to facilitate introductions between member organisations and businesses with relevant customers, suppliers, service providers, and regulators. Communication is the foundation of any good relationship, and they endeavour to be an active conduit for information.

COSBOA exist because small businesses don't have the time, the resources and often the expertise that is required to be alert to the myriad of legislative and regulatory change that affects them on an ongoing basis. Their efforts are focussed on providing accurate and timely input into decisions which will affect small businesses.

Members provide essential input to ensure the quality of our representation, as well as the substance and the credibility to back it up.

Relationships with Government are critical to ensure they are aware of what's happening that might help or hinder business, and equally, to convey any new or emerging issues that need to be addressed to support the small business community.

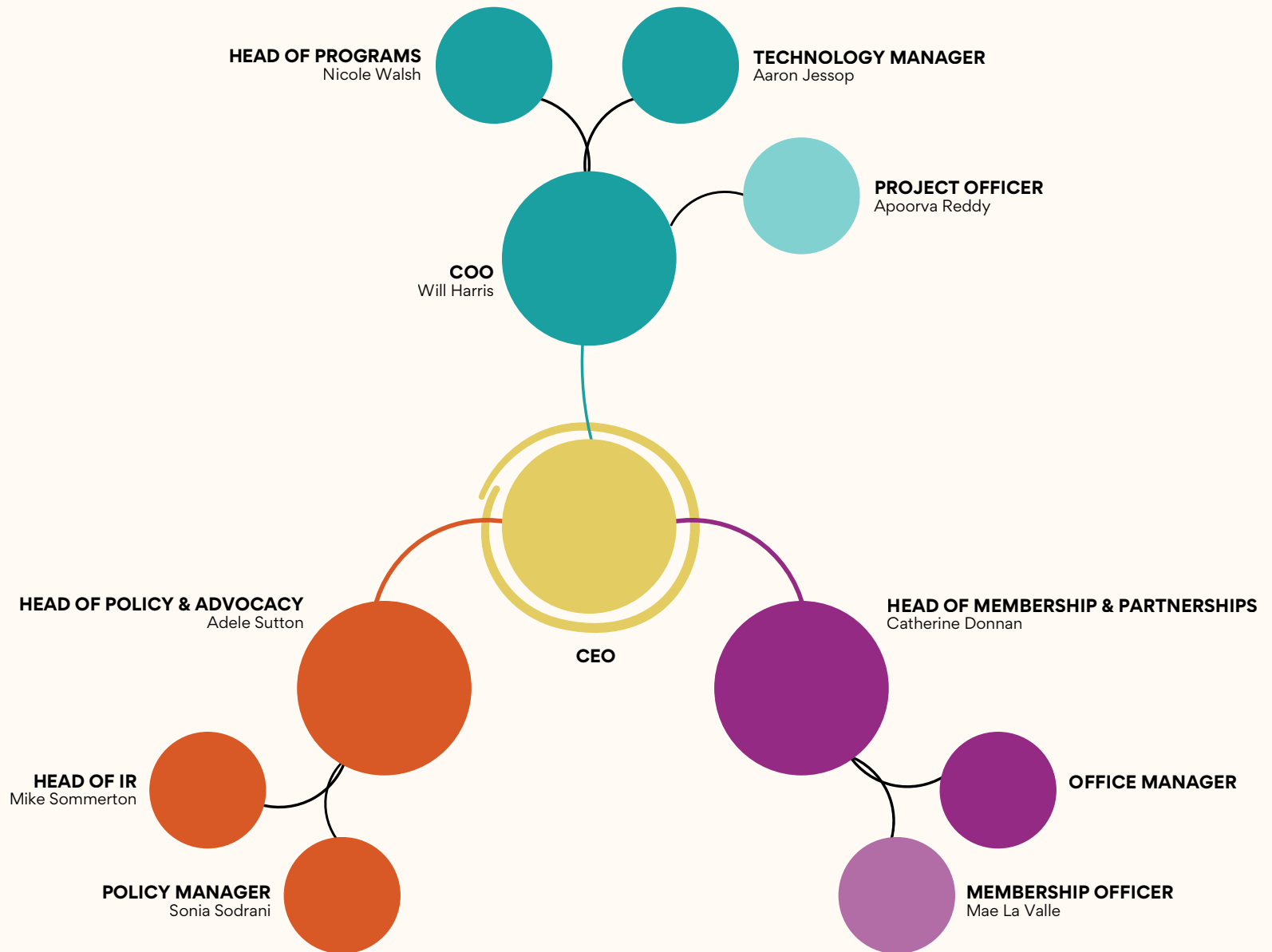
COSBOA Council Members

Australian Automotive Dealer Association (AADA)
Aesthetic Beauty Industry Council (ABIC)
Affiliation for Business Resilience & Turnaround (ABRT)
[Aust. & NZ Short Term Rental Association \(ASTRA\)](#)
Australian Business Events Association (ABEA)
Australian Communications Consumer Action Network (ACCAN)
Australian Digital and Telecommunications Industry Association (ADTIA)
[Australian Food Service Advocacy Body \(AFAB\)](#)
Australian Hairdressing Council (AHC)
Australian Human Resources Institute (AHRI)
Australian Information Security Association (AISA)
Australian Livestock and Rural Transporters Association (ALRTA)
Australian Lottery and Newsagents' Association (ALNA)
Australian Meat Industry Council (AMIC)
Australian Music Association (AMA)
Australian Music Therapy Association
[Australian Restaurant & Cafe Association \(ARCA\)](#)
Australian Swim School Association
Australian Traditional Medicine Society (ATMS)
Commercial and Asset Finance Brokers Association (CAFBA)
Communications & Information Technology Training Ltd (CITT)
CPA Australia
[Consult Australia](#)
Digital Service Providers Australia New Zealand (DSPANZ)
[Direct Selling Australia](#)
Family Business Association (FBA)
Flying Solo
Hire and Rental Industry Association (HRIA)
Independent Cinemas Association (ICA)
Independent Tertiary Education Council Australia (ITECA)
Institute of Certified Bookkeepers (ICB)
Licensed Post Office Group (LPO Group)
Massage & Myotherapy Australia
[Master Builders Association](#)
MGA Independant Business Australia (MGA)
[Mortgage & Finance Association of Australia](#)
Myotherapy Association Australia
[National Self Employment Association](#)
National Timber and Hardware Associations (NTHA)
[Newsagents Association NSW & ACT \(NANA\)](#)
The Pharmacy Guild of Australia
Rural Business Tasmania
Smart Energy Council
[Surveyors Australia](#)
Tasmanian Small Business Council

COSBOA Associates

Adelaide Business Hub
Audit My Payroll
[BusinessSales.com.au](#)
[CSIRO National AI Centre](#)
Disability Employment Australia
89 Degrees East
[Google Australia](#)
GDPA
[Harvey Norman Technology For Business](#)
Intuit
[LPC](#)
[Membes](#)
Office for Small and Family Business SA
[Original Proactive Flexible \(OPF\)](#)
Podium
Strawberry Solutions
[Survey Matters](#)
Square
VISA
[Wise](#)
Xero
Your Leasing Co

COSBOA Organisation Structure



Leadership Team



Matthew Addison

Chair

Matthew Addison is the Executive director and previous CEO of the Institute of Certified Bookkeepers. He trained as a Chartered Accountant in Practice which led to establishing his own small business accounting practice from 1993 until 2008. He has worked intensely with small business, advisers to small business, the tax office and multi-levels of government as an advocate and stakeholder voice.

[Full Bio - Click Here](#)



Christine Pope

Deputy Chair

Christine Pope is a Director and Treasurer of the Australian Traditional-Medicine Society and holds formal qualifications in Commerce (B. Comm UNSW) and Health Sciences (B. Health Science Comp Med 2010). She was elected to the COSBOA Board in 2019. The Australian Traditional Medicine Society represents over 10,000 practitioners of natural medicine around Australia.

[Full Bio - Click Here](#)



Simon Foster

Treasurer

Simon is the Chair of the Government Relations Sub-Committee and Immediate Past president of the Digital Service Providers Association (DSPAANZ). Professionally, GM Product – eInvoicing at Xero, and previously ran a small technology business, Shoeboxed Australia, from 2010 until selling in 2020. Simon has direct experience of the challenges of small business both as an owner and as a service provider. Simon is the Treasurer of the Pearcey Foundation (Australian ICT public policy non-profit) and holds several governance roles at OpenPeppol (global eInvoicing standards & governance body), sits on the Commonwealth Business Registry Service Strategic Council, co-chair the ATO DSP Strategic Working Group and co-chair the ANZ Peppol All Stakeholders Working Group. Australian small businesses lead the world in the adoption of business management software such as cloud accounting. Driven by ATO compliance activities like eTax, Superstream, and STP, most small businesses are online courtesy of effective communications from their trusted advisors - bookkeepers, accountants, and industry associations. There is more work to be done as government and enterprise undertake digital transformation sometimes ignoring the impact on small business.

[Full Bio - Click Here](#)



Wes Lambert

Director

As the CEO of the Australian Restaurant & Cafe Association, I am passionate about advancing the interests of the hospitality industry through advocacy, education, and leadership. With over 24 years of experience in the hospitality industry, I have a deep understanding of the challenges and opportunities facing the sector, as well as the skills and tools to deliver solutions that meet the needs of businesses.

I am the former CEO of the 2020 Association of the Year Restaurant & Catering Australia (R&CA), where I was praised by the board for my "tireless" advocacy efforts on behalf of the industry during the COVID-19 pandemic. I am also a winner of the AuSAE 2020 Influencer Award, and a board member of several industry bodies, including the Australian Foodservice Advocacy Body, the Council of Small Business Organizations Australia, and the Children's Tumour Foundation. I hold a CPA, a FGIA, and a CAE, and am a Member of AICD. I am also a US Army veteran, an author, and a father of three.

[Full Bio - Click Here](#)



Jos de Bruin

Director

Jos was the previous CEO of Master Grocers Australia Ltd leading a nationally registered industry organisation dedicated to supporting the needs of independently owned supermarkets, bottleshops, timber and hardware businesses, and other retail outlet owners.

[Full Bio - Click Here](#)



Ann Davey

Director

Ann has been part of the senior management team at Massage & Myotherapy Australia for 14 years, initially Association Manager. As the CEO Ann works closely with the Board developing and implementing priorities, strategy, policy, and programs to further the interests of Massage & Myotherapy's 8,500 members and the Association. Including building alliances with like-minded stakeholders across a range of sectors. Ann values collaboration and relationship-building and strives to achieve excellence in organisational management and creating a better workplace for team members and the business to thrive. Ann holds a BComm (Human Resources Management/Administration Management), Certificate in Governance Practice and Diploma of Quality Auditing. Ann is also a member of the AICD and AHRI and has previously held roles in Not-For-Profit, Education, and Commercial organisations



Andrew Ngeow

Director

Andrew Ngeow has been a pharmacist with nearly 30 years of community pharmacy, gained in Australia and the United Kingdom., a small business owner since 1999, and since 2018 has been President of the Pharmacy Guild of Australia WA Branch. Andrew gained a B. Pharmacy at Curtin University in 1993 and was employed at pharmacies in Perth and in the United Kingdom before purchasing his first pharmacy in 1999. He retains ownership of that pharmacy and has expanded his business through successfully managing and operating several pharmacies in metropolitan Perth. His commitment to business excellence was rewarded in 2016, with one of his pharmacies being awarded the National Pharmacy of the Year. Andrew was elected to the Branch Committee of the Pharmacy Guild of Australia WA Branch in 2008 and since 2018 has been the WA Branch President. Andrew is passionate about fostering, developing, and advocating for the personal and professional development of the sector and the next generation of pharmacists.



Denita Wawn

Director

Denita was appointed as Chief Executive of Master Builders Australia in March 2017. She has over 35 years' experience as a leading advocate for industry and employers in the nation's capital, around Australia and internationally.

Her previous roles include CEO of the Brewer's Association of Australia and New Zealand (Brewer's Association), Deputy CEO of the National Farmers' Federation and Executive Director of the Australian Hotels Association (Tasmanian Division).

Denita is the Deputy Chair and Employer Director of Cbus Super Fund, a Board Member of the Council of Small Business Organisations Australia (COSBOA), and a Board Member on the National Australia Day Council.

Her previous corporate governance experience includes roles as Chair of the Worldwide Brewers Alliance, Chair of the Alcohol Beverages Advertising Code (ABAC) Scheme, a director of Hostplus industry superannuation fund and a Board Member of Canberra Grammar School.

Position	Chief Executive Officer
Reports to	Board
Location	Canberra (non-negotiable)
Direct Reports	10

Position Overview

Role of the CEO

- Working with the Board to lead the vision of COSBOA to be the voice of small business in the federal political arena.
- Establish and implement organisational plans for the effective execution of the COSBOA strategy that includes clear objectives, responsibilities, review mechanisms, and measurable output. This will include the development and execution of a highly effective advocacy strategy to achieve the policy goals of COSBOA for small business.
- Ensure that COSBOA is truly representing its members by implementing systems to hear from members, and that actions are based on the membership voice through a collaborative consensus based approach.
- To be the key representative of the organisation in external engagement while still providing opportunities for the COSBOA team and effective use of the COSBOA Board and the COSBOA membership.
- Ensure the financial wellbeing of COSBOA including strong membership, a well-regarded partner program, effective grant project management, and rigorous financial management oversight.
- Ensure that COSBOA meets all its governance compliance and contractual obligations.
- Ensure the COSBOA team are well-supported and are operating efficiently and effectively.
- The CEO is to be based in Canberra.

Skills

The successful candidate must be able to demonstrate high level success:

- As an enthusiastic, inclusive, and engaged leader who wants to make a genuine difference for those they represent.
- In industry advocacy that is based on a deep understanding and experience with the public policy environment.
- In effectively reporting to a Board and understanding the symbiotic relationship between Board and CEO that is fit for purpose of a member organisation in the development and management of the organisation's strategy.
- To actively engage with Members and Stakeholders to build consensus and inspire confidence.
- In building, empowering, and safeguarding a strong team in a high-paced environment
- In bi-partisan government relations execution where they are respected by all political parties regardless of background.
- As a strong communicator including media expertise.
- Running a not-for-profit organisation or similar sized entity to ensure efficient and effective use of the team and the organisation's resources along with financial and governance compliance.