



Position Description

Chief Executive Officer

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| Position | Chief Executive Officer |
| Department | Office of the CEO |
| Work Unit | Office of the CEO |
| Job Status | Full time (1.0 FTE) |
| Reports to | Board Chair |
| Direct Reports | Chief Operating Officer (COO) & Chief Policy & Impact Officer (CP&IO) |
| Date Prepared | November 2023 |

ORGANISATIONAL CONTEXT

The Clean Energy Council (CEC) is Australia's peak body for the clean energy industry. We are a not-for-profit, membership-based organisation. We represent and work with Australia's leading renewable energy and energy storage businesses, as well as rooftop solar installers, to further the development of clean energy in Australia.

Our vision is for Australia to be powered by clean energy. We are committed to accelerating the transformation of Australia's energy system to smarter and cleaner one. We do this through:

- Providing a strong voice for our members.
- Standing up for the industry.
- Developing and driving effective policy and advocacy.
- Working with the industry to continually improve standards and maintain integrity.
- Working closely with local, state, and federal governments to increase demand for clean energy products.
- Providing services and initiatives to members and the broader industry that help to grow the sector.
- Promoting the clean energy industry.

CEC has established an organisational strategy to guide the achievement of its organisational purpose, which aims to accelerate the transition to a clean energy future, which sets the foundation and builds the momentum for Australia to become a global clean energy superpower.

POSITION PURPOSE

This position aims to lead the Clean Energy Council (CEC) to become an effective, influential, and world-class peak industry body with a strong purpose, vision, mission, values, and corporate culture.

The CEO is accountable to the Board and is responsible for effectively implementing and achieving the organisation's strategic and business plans, ensuring such plans provide financial sustainability well into the future. The CEO is responsible for building operations and culture to

underpin this growth whilst developing and sustaining critical relationships with key internal and external stakeholders.

This role works closely with the Board, the Chief Policy & Impact Officer, and the Chief Operating Officer to manage the day-to-day business operations of the CEC.

It also has overarching leadership accountability for ensuring that the CEC's core values of Integrity, Collaboration, Leadership, People Focus and Service Excellence are adhered to. It does this by developing, cultivating, and promoting those values.

KEY ACCOUNTABILITIES

The positions accountabilities include:

1. ORGANISATIONAL VISION & STRATEGY

- In collaboration with the Board, develop a clear vision and strategic direction for the future of the CEC for the benefit of all members, customers and other industry stakeholders.
- In partnership with the Board, lead CEC's strategic planning, goals and objectives and ensure consistency with CEC's vision, mission and values.
- Implement organisational strategies, systems and structures that positively impact organisational and industry effectiveness, performance and productivity.
- Ensure the delivery of the corporate strategic business plan and objectives on time and within budget in accordance with the performance criteria set by the Board.

2. DRIVE ORGANISATIONAL LEADERSHIP & CULTURE

- Provide leadership to staff that embeds a culture of trust, resilience, effective teamwork, high performance, achievement, innovation and learning, and well-being, maximising staff potential and building individual and organisational capability.
- Lead and motivate senior managers to manage by excellence and promote organisational effectiveness and engagement. Ensure that an effective management team, with appropriate provision for succession, is in place.
- Work collegially with team members to create KPIs, review performance, and encourage individual and team professional development.
- Model the CEC's desired values internally with the executive leadership team and senior functional & policy leadership teams to ensure these values are ingrained in the corporate culture and how our people operate and behave.
 - People effectiveness.

3. FINANCIAL, RISK MANAGEMENT & GOVERNANCE

- Overall responsibility for the development and achievement of the CEC budget.
- In partnership with the Board, lead the development and implementation of good transparent governance structures and systems that ensure the CEC meets its statutory requirements, including sound financial management, planning, reporting and risk management.
- Identify and manage operational and corporate risks for the CEC and, where those risks

have a material impact on the organisation, formulate strategies for managing and mitigating those risks, including for consideration and endorsement (as applicable) by the Board.

- Oversee the development of well-founded and documented policies and procedures on all matters concerning the operations of the CEC.
- Oversee establishing internal governance, risk and compliance systems, and procedures appropriate to the CEC business activities.
- Oversee the establishment and maintenance of business contingency and continuity plans for all CEC business operations, including Information technology and cyber-security risks, to ensure proper safeguards are in place to maintain the confidentiality of member or customer data and information.

4. MEMBER & STAKEHOLDER ENGAGEMENT

- Together with the Chief Policy & Impact Officer, lead the policy and impact team to oversee the design, development and delivery of high-quality research, data analysis, reviews and consultation to inform submissions, policy positions and advocacy initiatives.
- Maintain awareness of political, governmental, business and industry stakeholders and the external environment on a local, national, and international level and provide the Board with recommendations regarding changes in the strategic direction of the CEC.
- Participate in appropriate business and professional associations, boards, networks, and activities relevant to the CEC's interests.
- Build relationships with members, customers, political, governmental, business and industry external stakeholders.
- Act as the primary escalation point for the Board on urgent media or complex policy matters and/or deal with highly sensitive business matters or issues impacting the CEC, its members, customers, and/or other industry stakeholders.
- Establish and maintain strong relationships within the Clean Energy sector to facilitate collaboration and sharing of information, expertise, and resources.
- Play a lead role in influencing, advising, and advocating on priority issues, including representing the CEC on external committees and at public forums and developing productive relationships with senior government representatives.
- Keep abreast of government policy, directions, and initiatives that relate to the CEC's purpose and the clean energy sector for the benefit of members, customers, and industry stakeholders.
- Identify opportunities for collaboration with state/territory Governments on clean energy matters or initiatives.

5. BOARD LIAISON & ACCOUNTABILITY

- Maintain a solid and productive relationship with the Chair and Board members, with the CEO taking a supportive leadership role in Board considerations.
- Work collaboratively with the Board to ensure the Board can fulfil its strategy and governance role.

- Ensure that the Board has all the information required by providing timely and accurate reporting and advice to the Board on major issues and their potential impact on the operations of CEC and the broader clean energy sector, including recommended actions.
- Take direction and act on Board recommendations and decisions.
- Provide evidence-based industry, business, and policy proposals for consideration and approval of the Board. Provide other appropriate advice to the Board as required.
- Report against the Board's targets.

6. ORGANISATIONAL CAPABILITY

- With an emphasis on integrity, establish and maintain effective organisational and industry policies, processes and structures to ensure the efficient delivery of services to members and the clean energy industry.
- Ensure the desired culture and cultivate it through leadership actions, including setting objectives, strategies, and key results that prioritise strategy execution, culture-building and design the organisational structure and business processes that support and advance the desired organisational purpose, strategic direction and performance objectives.
- Build performance and accountability across the organisation based on strategy execution.
- Improve employee engagement, leading to higher job satisfaction, loyalty, and advocacy of the CEC as an employer of choice.
- Improve the employee experience by enhancing the employee life cycle through implementing best practices, making the CEC an employer of choice.
- Sponsor programs that develop leadership succession and that build capacity and capability across the organisation.
- Mentor and coach the executive leadership team and senior functional and policy leadership teams to ensure strategy direction and execution.

KEY ORGANISATIONAL RELATIONSHIPS & STAKEHOLDERS

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| Internal | Board, Executive Leadership Team, Senior Executive Team, Policy Directors <ul style="list-style-type: none">• Maintain a solid and collaborative partnership.• Support the achievement and delivery of the CEC's strategy & objectives.• Inspire and motivate the team, provide direction, and manage performance.• Encourage the team to work collaboratively to contribute to achieving the team's business outcomes.• Lead discussions and decisions regarding the implementation of innovation and best practices. |
| External | Members, Customers and Key Industry Stakeholders <ul style="list-style-type: none">• Foster and sustain key industry relationships.• Exchange information, negotiate and communicate key industry issues. |

- Manage expectations and achieve mutual objectives.
- Represent the CEC and the organisation positively to communicate programs, plans, and actions that support achieving the organisation's purpose and objectives.

PERSON SPECIFICATION

- The ideal candidate for this role will have significant experience in the clean energy industry and a demonstrated understanding of the sector's issues.
- Significant senior leadership and management experience leading diverse functional teams, working with a Board and developing and executing strategy.
- A track record of successfully engaging with and influencing policy decisions at all levels of government.
- A solid understanding of membership-based organisations, relevant industry bodies and the clean energy industry landscape.
- Relevant qualifications, including post-graduate level, highly regarded.
- Exceptional people and stakeholder management skills, including the ability to form and sustain effective relationships with key stakeholders at a range of levels and build collaborative networks.
- Commitment to the CEC values and its members, including diversity, equity and reconciliation with Australia's First Nations people.
- Strong commercial acumen and ability to grow membership, engagement, and the organisation's funding base.
- Experience dealing and working with media with the ability to represent the CEC and/or the Clean Energy Sector in the media and other public forums.

PERSONAL ATTRIBUTES

- Ability to think and act innovatively and strategically.
- Ability to engage and inspire a variety of audiences and enhance the profile and reputation of the CEC.
- Good negotiation skills and persuasiveness.
- Ability to develop high-performing teams.
- Highest level of integrity, ethics and professionalism.
- A sense of urgency and results orientation and demonstrated thoughtful but deliberate execution skills.
- An entrepreneurial spirit, able to take action and implement change.

OTHER REQUIREMENTS

- There may be a requirement for occasional interstate travel and to work outside regular working hours, including attendance at events.
- Satisfactorily complete police and background checks in accordance with CEC policy.