



## **PD for Applicants:**

**Applications close Monday 26 November 2018.**

**Email applications to [nat@aca.org.au](mailto:nat@aca.org.au)**

## **Chief Executive Officer, Association of Consulting Architects (ACA)**

### **Position Description**

Reporting to the ACA National President and the National Executive Committee (NEC), the role of the Chief Executive Officer (CEO) will be to achieve oversight of ACA management and coordination as a federated body within the scope authorised by the NEC. The CEO will create value for members by working in a hands-on capacity with the NEC, Branches, National and Branch Executive Officers and other part-time and voluntary staff to deliver ACA strategy and development of the general management structure and processes necessary to grow and promote the ACA as the key body representing architectural employers in the business of architecture.

With clear scope and delegation of authority as approved by the NEC for general management and operation oversight of the ACA, the CEO will release the NEC and National President from general operational duties, enabling the focus of their specialist knowledge and experience to further develop and refine strategy, policy, advocacy, representation and the member offer of the ACA. This will also enable the CEO to be a driving force within this scope for the effective and timely delivery of NEC approved ACA projects, resources and unified position statements of policy.

The CEO position is a new role and the successful applicant will be engaged on a part-time basis to be agreed with the NEC, in line with the operational needs of the association.

### **Primary Function**

Managing general operations and performance of the national body, implementing strategy and delivering a coordinated member offer and resources to support and grow our membership.

### **Scope of role**

The scope will be determined and approved by the NEC and may be adjusted over time and with input from the CEO to serve the needs of the ACA, with prioritisation of delivery agreed with the NEC.

- Manage and implement the strategic plan to advance the ACA's vision, mission, strategies and objectives; work with NEC to refine and develop strategic plan as required
- Support the NEC in integrating Branch and National plans and projects to form a cohesive direction and offering for members and to strengthen the ACA as an authoritative industry body, in line with the strategic plan and ACA policies.
- Review operational controls, administrative and reporting procedures, and people systems and structures in place to ensure functionality, financial strength and operating efficiency.
- Develop an open and communicative relationship with the NEC and Branch Committees, providing informal and formal reporting on strategy delivery and performance management issues and decisions.

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- Identify problems and opportunities and addresses them; bring those which are appropriate to the NEC and/or its Branches; and, facilitate discussion and deliberation.
  - Maintain the ACA as an agile practices
  - Work with and maintain an overview of performance and deliverables by EOs, consultants and specialist staff to enable and ensure collaborative working and delivery of high quality outcomes in line with ACA Strategy, Mission and Values.

Areas of responsibilities:

- Financial Management - work with National Treasurer to gain and maintain an understanding of ACA financial standing
- Legal, Risk, Compliance & Governance – work to ensure obligations met and risks mitigated with National EO and engaged industrial relations legal representative
- Membership – work with Branches, NEC, EOs and National Project Manager to achieve sustainable membership growth
- Sponsorship – work with National Sponsorship Manager and Branch EOs
- Other duties as delegated by the NEC

## Key attributes

- Understanding of the industry, of member organisations and working with government
- Understanding of advocacy for a clear member position
- Ability to achieve engagement with stakeholders; high-level relationship building.
- Excellent communication skills, analytical abilities and problem-solving skills
- Knowledge of corporate governance and general management best practices
- Dynamic leader with a variety of skills and approaches for achieving operational and management excellence
- Ability to work in partnership with and hold key leaders accountable and to build high engagement across the organisation
- The ability to be hands-on while also overseeing and driving strategy and project implementation
- Ability to manage and support a disparate group of staff and contractors; and to promote a culture of learning with a collaborative approach to integrated working in a flexible and responsive manner
- Ability to work in a decentralised environment with part-time and volunteer staff and office holders; and have a remote working ethic
- Ability to manage time and schedule effectively to deliver desired outcomes within a part-time role
- Understanding of corporate finance and performance management principles
- Familiarity with diverse business functions such as marketing, communications, PR, finance, HR, etc
- Qualifications or experience that can be leveraged to best achieve the role; a current national network

## Location

The role will ideally be located in Melbourne, however, exceptional candidates from Sydney or Brisbane would be considered.

## The Association of Consulting Architects

The Association of Consulting Architects (ACA) leads the discussion on business matters in architecture in Australia and is the key body representing architectural employers in the country. The ACA was founded in 1987 as the national peak body representing the interests of employers in industrial matters. It now addresses the 'business of architecture' more broadly, with industrial relations as a vital core of ACA activity. The ACA helps architectural firms navigate the changing world of practice by providing regular advice and information on business and employment matters,

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by promoting awareness of and discussion about business issues, and by advocating for better business practices and legislative frameworks. The ACA has branches representing all states. Activities, initiatives and advocacy are framed by the Strategic Plan and national co-operation is facilitated by the National Executive Committee. ACA members cover the spectrum of practice sizes – from sole practitioners to large practices – and include a range of business types, from individuals to partnerships and companies.

The vision of the ACA is to enable a sustainable business environment for those practicing architecture in Australia, facilitating their contribution to excellent design of the built environment.

## **Mission**

Our mission is to ensure that the business environment in which we practice architecture is fair and equitable, and supports good design.

The five pillars of our mission are to:

1. Be recognised as the key industrial body representing architectural practices to government and other organisations
2. Raise the awareness of architectural practice and the positive role that it plays in improving our built, natural and social environment
3. Respond to the challenges of a changing and dynamic environment by remaining agile and relevant
4. Research, review and communicate the metrics of architectural business using best practice industry benchmarking
5. Be the first point of reference for operational issues affecting architectural practices, such as employment agreements, redundancy, industrial relations, work health and safety, standards, contracts and agreements.

## **Core Values**

The ACA is a member-based not-for-profit organisation that:

- Reflects the business interest of its members
- Engages with its members to identify and solve issues
- Maintains its volunteer ethos and spirit of sharing
- Responds with flexibility and is efficient in its execution
- Ensures all funds raised through both sponsorship or subscriptions benefit our members.