

CEO

• *Pivotal Sydney-based national dental role*

The largest Dental Specialist Society in this country, the Australian Society of Orthodontists represents more than 85% of eligible practitioners in that discipline. Through multiple information and charity-based initiatives, it helps patients understand treatments and champions safe practice amidst a culture of continuous education and professional development for members.

Collaborating with the Federal Council, your objective is to promote the interests of the orthodontic speciality on behalf of its membership, through the efficient stewardship and management of employees, resources and stakeholders.

A proven leader in the associations space, you combine sound business acumen and influencing skills with a demonstrated capacity to navigate external relationships in a federated environment.

Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 0419529525 or Lesley Lightfoot on 0458543485, in confidence.



Australian Society
of Orthodontists

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CEO Recruitment Brief

The ASO is seeking to appoint a new Chief Executive Officer (CEO).

The existing ASO CEO has recently stepped down and the Society needs to appoint a well credentialed replacement by early 2021 at the latest.

ASO offices are located in Crows Nest NSW, so candidates ideally need to be domiciled in Sydney or prepared to relocate if currently living interstate. Remuneration will depend on experience, with the possibility of negotiating flexible working arrangements.

Experience/Attributes considered essential for potential candidates:

- Completion of AICD Directors course or equivalent
- Association experience, preferably in the health sector
- Strong knowledge of governance in NFP/association sector
- Business/Management background and training
- Budget development and management
- Change management/strategic planning experience
- Forward thinker
- Excellent communications skills and consultative attitude
- Team management skills, strong leadership qualities (will be supervising staff of 3)
- Flexibility – able to work some evenings/weekends (Zoom calls etc)
- Service and client focussed – able to understand the demands and expectations of members who are business owners

Other areas of experience desirable but not essential

- Previous CEO or company director experience
- Previous experience working with a federated association structure
- Public education campaigns/ marketing experience
- Understanding of HR / OHS / operations etc

ASO CEO Position Description

The ASO CEO manages the day to day operations of the ASO, its people and resources. The CEO reports to Federal Council.

The CEO is responsible for:

- Developing business plans, budgets and strategies for consideration by Federal Council and, to the extent approved by Federal Council, implementing these plans, budgets and strategies.
- Ensuring Federal Council is kept informed of material developments in the ASO's operations and business.
- Identifying and managing operational and business risks and, where those risks could have a material impact, formulating strategies for managing and mitigating those risks.
- Managing the ASO's financial and other reporting mechanisms, and ensuring that these mechanisms and systems capture all relevant material information on a timely basis, and are functioning effectively.
- Ensuring that Federal Council is provided with sufficient accurate information on a timely basis in regard to the ASO's operations, financial performance, business and stakeholders, so as to reasonably position the Federal Council to fulfil its governance responsibilities.
- Implementing all relevant policies, processes and codes of conduct approved and facilitating the monitoring and reviewing of, and reporting against, those policies, processes and codes of conduct.

The CEO is expected to:

- Provide management oversight to ensure the effective and efficient functioning of the ASO, its Foundation and Give a Smile charitable initiative;
- Ensure all financial activities are managed within agreed budgets;
- Provide strong and clear leadership internally to the organisation, its staff and members and externally to the organisation's stakeholders;



- Monitor and interpret the external environment in order to continually position the ASO to best advantage;
- Maintain awareness of political, governmental, business and industry developments on a local, national and international level.
- Participate in appropriate business and professional associations, networks and activities relevant to the organisation's interests;
- Ensure relationship building with external stakeholders.

The CEO is expected at all times to act and behave with integrity and in accordance with the code of conduct and values of the ASO.