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POSITION TITLE	Chief Executive Officer
REPORTS TO	Interplast Board
DIRECT REPORTS	To Be Confirmed <sup>1</sup>
LAST UPDATED	July 2024

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## THE ORGANISATION

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit development organisation, which provides volunteer plastic and reconstructive services, alongside health capacity building activities in developing countries in the Asia Pacific region.

Interplast works to improve the lives of people living with a disability as a result of congenital and acquired medical conditions such as cleft lip and palate or burn scar contractures. Volunteer plastic and reconstructive surgeons, anaesthetists, nurses, and allied health professionals provide free medical treatment for those who would otherwise not have access to these services. Interplast works closely with local organisations to build their capacity to deliver surgical and other related health care interventions. Our vision is quality and accessible surgical care for all.

Interplast is a member of the Australian Council for International Development (ACFID) a proud signatory to the ACFID Code of Conduct and is an accredited non-government organisation with the Australian Department of Foreign Affairs and Trade (DFAT).

## THE POSITION SUMMARY

Reporting to the Board of Directors, the Chief Executive Officer is primarily responsible for execution of approved strategy, and the day-to-day management of Interplast Australia & New Zealand. The Chief Executive works in alignment with the organisation's values, and creates and sustains a culture of innovation and enablement with a strong focus on outcomes and positive systemic change.

Critically, the Chief Executive provides strategic leadership to the organization and ensures the day-to-day management and operation of the organization is aligned with Interplast's strategic direction. This includes all areas of management including but not limited to:

Included functions are:

- Strategy
  - People
  - Operations
  - Financial Resources
  - Risk
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- Partnership and stakeholder engagement.

The Chief Executive Officer is responsible for amplifying Interplast’s impact. The role demands both strategic and operational leadership, focused on motivating and inspiring a team, committed to ensuring surgical equality within the Asia Pacific region.

**THE KEY RESPONSIBILITIES**

<p><b>Strategic leadership</b></p>	<ul style="list-style-type: none"> <li>▪ Leverage exemplary adaptive leadership skills to inspire and motivate the team and stakeholders more broadly, towards Interplast’s overarching vision and mission</li> <li>▪ Lead and develop the culture of Interplast to ensure the high performance of a cohesive, dedicated and talented team that is both innovative and accountable, and aligned to its purpose and objectives</li> <li>▪ Develop and implement the Interplast’s strategic plan, carefully monitoring trends to ensure relevance and impact</li> <li>▪ Utilise exemplary communication skills both internally and externally to genuinely engage with and represent a broad range of stakeholders</li> <li>▪ Lead and implement priority projects to strengthen the capacity and capability of the organization</li> <li>▪ Ensure that the Interplast has the resources (human, material and financial) to operate as effectively as possible</li> </ul>
<p><b>Relationships &amp; Collaboration</b></p>	<ul style="list-style-type: none"> <li>▪ Lead, foster and expand deep and trusted relationships with key partners and stakeholders, both existing and future.</li> <li>▪ Regularly engage with relevant (bipartisan) government and non-government individuals, and organisations, throughout the Asia Pacific region to inform activities and to influence collaboration and change.</li> <li>▪ Raise awareness about value and of the role of Interplast; represent the organisation at forums, conferences, boards, advisory committees and at events</li> <li>▪ Identify and create opportunities to expand and promote Interplast and its work</li> </ul>
<p><b>Financial &amp; Risk Management</b></p>	<ul style="list-style-type: none"> <li>▪ Responsibly manage the Interplast’s finances effectively in line with budgets, as approved by the Board, to maximise impact and sustainability</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Work with the Board to ensure the effective management of Interplast’s assets</li> <li>▪ Prepare and manage the annual operating budget, as approved by the Board</li> <li>▪ Ensure regulatory compliance with governing bodies including the ATO, ACFID, FIA, ACNC and others.</li> <li>▪ Identify and manage operational and funding risks for Interplast and, where those risks could have a material impact on the organisation, formulate strategies for managing and mitigating those risks</li> <li>▪ Build positive relationships with donors and partners to effectively and efficiently mobilise resources for the delivery of Interplast’s vision and mission</li> </ul>
<p><b>Legal &amp; Governance</b></p>	<ul style="list-style-type: none"> <li>▪ Work with the Board in fulfilling Interplast’s constitutional, regulatory and legal obligations</li> <li>▪ Oversee governance arrangements, including reporting to, and servicing the Interplast Board and committees</li> <li>▪ Report to the Board and committee meetings, on the organisation, its operations and performance against agreed criteria</li> <li>▪ Support the Chair in ensuring the continued engagement of all members of the Board</li> <li>▪ Identify and manage operational and funding risks for the organization</li> <li>▪ Advise the Board immediately of any material matters impacting or potentially impacting on Interplast’s operations</li> <li>▪ Operate within delegated authority limits set by the board of directors and trustees</li> <li>▪ Liaise with the Chair (or delegates) for planning and preparing Board meetings</li> </ul>
<p><b>Other duties</b></p>	<ul style="list-style-type: none"> <li>▪ Undertake other duties as required by the Board where necessary</li> </ul>

**THE PERSON**

**Skills & Experience**

- Excellent communication and interpersonal skills, both written and oral, with the ability to produce clear and accurate communications that are appropriate for their intended audience

<b>Formal Qualification</b>	<ul style="list-style-type: none"> <li>▪ Exceptional ability to articulate a clear and compelling vision for Interplast and garner support from stakeholders at every level to enable delivery</li> <li>▪ Demonstratable financial management skills including experience in raising funds and deploying resources for positive change</li> <li>▪ Sound experience working effectively with, engaging, and reporting to a board</li> <li>▪ Proven computer literacy skills, including use of the Microsoft Office suite, with high standards of work, attention to detail and accuracy.</li> <li>▪ Knowledge of DFAT and ACFID standards and compliance requirements (essential)</li> <li>▪ Experience as a strategist and creative thinker who can champion Interplast’s core values and protect the organisation’s reputation and integrity.</li> </ul> <ul style="list-style-type: none"> <li>• Previous experience as a Chief Executive Officer or Chief Operating Officer (or equivalent) in a similar sized not-for-profit organization</li> <li>• At least five years’ experience in senior leadership roles</li> <li>• Tertiary qualifications relevant to the position (e.g. business administration, finance, leadership, international development or fundraising and marketing) will be highly regarded but not essential.</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate Interplast’s values of integrity, respect and collaboration</li> <li>▪ This role may involve coming into contact with children and/or working directly with children. This role will be required to demonstrate child safe working practices</li> <li>▪ Comply with Interplast’s Child Protection Policy and Prevention of Sexual Exploitation, Abuse, and Harassment Policy</li> <li>▪ Comply with Interplast’s Work, Health and Safety Policy and actively contribute to providing a safe working environment for all personnel</li> <li>▪ Comply with all other Interplast’s policies.</li> </ul>

## KEY PERFORMANCE INDICATORS

In conjunction with the Board, you will develop an annual performance plan that clearly sets mutually agreed key performance indicators and success measures. In addition to these, performance will be judged by, but not limited to:

- Reliability and consistency of performance

- Effective and efficient management of all stakeholders
- Contribution to an effective and collegial team environment
- Quality of outputs and contribution to Interplast’s broader strategic objectives.

**KEY STAKEHOLDERS**

- Interplast Australia & New Zealand Board
- Private sector funders, philanthropic and regular donors
- ACFID membership (comprising other ANGOs)
- Government individuals and agencies (bi partisan)
- Global practitioners and philanthropic thought leaders.

**THE EMPLOYMENT TERMS & CONDITIONS**

EMPLOYMENT TYPE	Ongoing - fulltime
SALARY	Detailed in Employment Contract
LOCATION	Melbourne office based. Flexible hours or working from home options available. Regular regional, interstate, and overseas travel may be required.
ADDITIONAL INFORMATION	<p>Full entitlements and employment conditions are set out in the Employment Contract and Interplast’s Human Resources Manual.</p> <p>Appointment will be subject to a satisfactory Criminal History Check and Working with Children checks prior to commencement and every three (3) years thereafter.</p> <p>Applicants must have the lawful right to work in Australia.</p>

**THE DECLARATION**

I have read, understood, and accept the position description.

**Position holder**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_