



Position Description – Chief Executive Officer

RNA Australia is an Australian company developing novel RNA-based products and technologies.

About RNA Australia

RNA Australia was founded in March 2023 as a joint venture between the NSW Government and five leading universities, tasked with building a national RNA research and development ecosystem. Our mission is to spearhead innovation and commercialisation of RNA technologies across sectors such as healthcare, agriculture, and biosecurity. We're focused on advancing RNA-based therapies, vaccines, and other potential RNA-based technologies, fostering collaborations between universities, medical and other research institutes, industry partners, and investors, and supporting the development of a sustainable RNA manufacturing and research facility.

This is a pivotal moment in RNA Australia's development. The Company wishes to appoint a visionary CEO with the experience and capability to lead the Company's strategy and deploy its resources and technology. The primary objective of this role will be to lead and evolve RNA Australia such that it is effective in the evaluation, design, development and execution of the Company's business strategy and objectives in the best interests of RNA Australia's members.

You will be responsible for leading the development and execution of the Company's long-term strategy to create shareholder value, overseeing the agreement with the commercial operator of the RNA Pilot and Manufacturing Facility and working with the Board on the Company's fundraising activities.

The new CEO will report to the Board, and the position will be based in Sydney.

1. Position Details

Employment Type: Full-time

Key Relationships	Internal	<ul style="list-style-type: none"> All Board Directors RNA Australia’s Leadership Team and other employees
	External	<ul style="list-style-type: none"> Five founding Universities Facility Operator (Aurora Biosynthetics) TGA and other international regulatory agencies Venture Capital relationships Suppliers Current and potential commercial clients Current and potential partners, including investors Relevant Government Ministers and Departments (State and Federal) and NSW Government, including the Office of the NSW Chief Scientist & Engineer Other stakeholders including government agencies, patient stakeholders, and research institutions

2. Key Accountabilities

Key Accountabilities	Demonstrated by /Key Performance Indicators
1. Formulate a Vision and Strategic Direction	<ul style="list-style-type: none"> Manage agreement with facility operator Oversee the development and execution of a current and relevant Strategic Plan <ul style="list-style-type: none"> Provide leadership to secure and execute key partnerships essential to the delivery of the company strategy Provide leadership to key strategic projects Develop strategic planning capabilities in the organisation and oversee a continuous strategic planning process.

	<ul style="list-style-type: none"> Recognise and analyse strategic opportunities, implementation of a strategic educational programme to ensure pipeline for RNA Australia and consequences with particular emphasis on the company's optimal place in the sector.
<p>2. Build a financially sustainable organisation</p>	<p>Financial sustainability</p> <ul style="list-style-type: none"> In accordance with the delegations of the Board and working with the CFO (to be appointed), ensure a financially viable organisation (in concert with the overall strategic plan) through a strong corporate focus on fiscal accountabilities, operational management, and setting and achieving strategic targets and key performance indicators. Deliver strong financial processes, including setting budgets and reporting frameworks to ensure clarity of the Company's financial position. Maintain strong corporate and where applicable, clinical governance frameworks and the delivery of high-quality, timely reporting to the Board. <p>Fundraising</p> <ul style="list-style-type: none"> Secure funding and investment for RNA Australia's initiatives, either through grants, attracting investments or other mechanisms.
<p>3. Commercialisation and Innovation</p>	<ul style="list-style-type: none"> Lead initiatives that promote the commercialisation of RNA technologies, supporting R&D, manufacturing, and the delivery of cutting-edge RNA products and therapies. Cultivate and sustain relationships with key stakeholders—research institutions, government, industry, and investors—encouraging collaborations and driving progress in RNA research and advanced manufacturing.

<p>4. Manage and comply with regulatory reporting and Compliance requirements and investor relations</p>	<ul style="list-style-type: none"> • Communicate to the Board any material data, results or financials as legally required, as soon as possible. • Delivering reports and presentations on all material matters is part of the duties in this role. • Maintain good and amicable relationships with partner organisations and regulators
<p>4. People and culture, including engagement and development of the workforce</p>	<p>Positive Culture</p> <ul style="list-style-type: none"> • Build RNA Australia’s management and strategic capability by developing the Leadership Team and other experts to ensure their skills support the organisation’s leadership and management requirements. • Earn the respect and confidence of the workforce (Board, Management, and all other staff) as a trusted inspirational leader by communicating a compelling vision for the future and garnering commitment to what needs to be done. • Build a collaborative, optimistic culture where the company is engaged and performs at a high level, balancing organisational heritage and brand with the need to develop the future. • Ensure good alignment with RNA Australia’s partnership principles with existing shareholders and strategic partners. • Foster an environment where environment, social and governance (ESG) principles are embraced is embedded into strategic and operational planning. <p>Talent</p> <ul style="list-style-type: none"> • Maintain a superior internal team of professionals, with significant thought to professional development and succession planning, and build an environment that is team-oriented and high-performing. • Deliver a sustainable and comprehensive talent strategy.

	<ul style="list-style-type: none"> • Establish mechanisms to measure year-on-year improvement in employee engagement and satisfaction.
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<p>Experience and Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications • Previous experience in high-level leadership in life sciences or manufacturing businesses • A commercial leader with proven (5 years or more) multi-function executive leadership of complex enterprises with a proven record of success • Demonstrable networks of influence with key healthcare, investment, government, and industry partners • Demonstrated skills in strategic planning, business development, customer relationship management, financial planning and analysis • Strong commercial acumen with experience in R&D commercialisation, BD, grant administration and innovation management • Proven ability to work with multi-disciplinary teams in complex enterprises • Proven expertise in establishing strategic relationships with academic, government, industry partners • Proven capabilities in leading enterprises undergoing rapid growth or development. • Proven understanding of the human clinical trial drug development processes and meeting ICH GCP requirements
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	<p>Desirable:</p> <ul style="list-style-type: none"> • Proven understanding of the compliance requirements and principles of good manufacturing practice (GMP) • Knowledge and experience in Australian regulatory and governmental frameworks in biotechnology, healthcare, research ethics and integrity. • Experience working with international partners and expanding into global markets in life sciences, biosecurity and agriculture. • Corporate governance qualifications.
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3. Acceptance and Agreement

All RNA Australia’s team members must:

- Demonstrate and role model RNA Australia’s values.
- Comply with RNA Australia’s Policies and Procedures.
- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete & maintain all mandatory training relevant to the area of practice.
- Participate in RNA Australia’s performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices to the incident reporting system.
- Promote a no-blame culture of safety and well-being.

- Maintain working knowledge of emergency procedures and the location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination, and harassment in the workplace.
- Be able to travel between designated workplaces as necessary for their role.

RNA Australia is an equal opportunity employer and is committed to providing its employees with a work environment that is free from harassment or discrimination.

RNA Australia is a smoke-free environment.

ACCEPTANCE

I have read, understood, and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand RNA Australia reserves the right to modify the position description as required, and I will be consulted when this occurs.

Signature: _____

This Position Description is included as an Appendix of the CEO's Employment Agreement. Execution of the CEO's Employment Agreement confirms acceptance of this Position Description.

Privacy Statement: Information may be collected and stored for recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. Please refer to the HR policy.