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January 2025

Candidate briefing

UNITING VICTORIA TASMANIA

Chief Executive Officer

Role

Title	Chief Executive Officer
Reports to	Board of Directors
Location	Level 4, 130 Lonsdale Street Melbourne 3000 Services are delivered throughout the States of Victoria and Tasmania
Business unit	Office of CEO
Employment type	Full Time, on site (HQ Melbourne CBD)
Scope	Total Revenue FY23: \$374.1M, Total Expenses FY23: \$362.7M.
People	3500 FTE (approximate), 13 Direct Reports, 1700+ Volunteers

The organisation

(UVT) is one of the largest community service organisations in Victoria with a growing footprint in Tasmania. Operating for more than 100 years, Uniting is committed to supporting the most vulnerable people and families with foundations for living. Its purpose is to inspire people, enliven communities and confront injustice.

With a rich history, and part of the Uniting Church of Australia, Uniting's values are Compassionate, Respectful, Imaginative and Bold with a strengthened commitment to working in partnership with consumers. They are committed to advocacy for those who are most vulnerable and remain a fresh, agile organisation.

Services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

The UVT Group is limited by guarantee under the Corporations Act 2001 (Cth) and is domiciled in Australia. UVT is registered as a charity with the Australian Charities and Not-for-profits Commission, under the subtype Public Benevolent Institution, and holds Deductible Gift Recipient status. The governance Board sets the strategy, led by Chair, Jude Munro. The Board are:

- Jude Munro (Chair)
- Alistair Macrae (Deputy Chair)
- Anne Garrow
- David Cant
- Jo-Anne Moorfoot
- Joel Townsend.
- Meg Morris
- Sarah Slattery

For more information on the Board, see: <https://www.unitingvictas.org.au/about-uniting/leadership/>

UVT has a new strategic plan approved by the Board (but not yet public), which has identified major growth streams for the next five years - early learning, early intervention and housing. Uniting has a plan to grow its service base in areas that are the most disadvantaged with a focus on rural and regional, outer growth areas and Tasmania.

Broadly, UVT:

- Empowers children, young people and families to learn and thrive
- Are there for people experiencing homelessness, drug and alcohol addiction or mental illness
- provides opportunities to access training and meaningful employment
- Are proud to welcome and support asylum seekers to our community
- Works to empower people with the information, skills and tools they need to live a healthy, happy life.
- Works in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land
- Celebrates diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation
- Welcomes lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services
- Pledges to provide inclusive and non-discriminatory services
- Is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times.

For more information see:

<https://www.unitingvictas.org.au/about-uniting/>

<https://www.unitingvictas.org.au/annual-report/2024/?page=1>

<https://www.unitingvictas.org.au/about-uniting/strategic-plan/>

Background

Bronwyn Pike, the current Chief Executive Officer (CEO) has advised the Board of her intention to finish her term on 30 June 2025. Having been the Chair then CEO since 2019, over the last 5-years, Bronwyn has many initiatives that have supported the sustainable growth of the organisation, improved service delivery and the consumer experience and raised the public profile of Uniting across Victoria and Tasmania.

Accordingly, the Uniting Board is seeking an **exceptional** appointee as CEO, to continue its success and grow the organisation in line with its strategic goals, whilst remaining true to their ethos and values.

For further information, please see the **included Organisation Chart**, and the information available online (links above).

The advertisement

CHIEF EXECUTIVE OFFICER, UNITING VIC.TAS

- Lead a landmark organisation with real impact
- Champion innovation and positive change
- Expand services and strengthen communities

About the organisation

Uniting Vic.Tas (UVT) is the community services organisation of the Uniting Church. It draws on over 100 years of experience supporting individuals and families across Victoria and Tasmania. Its services extend from Albury-Wodonga to Mallacoota, the Wimmera region and throughout Tasmania. The organisation empowers children, young people and families to thrive, supports individuals experiencing homelessness, addiction, or mental illness. UVT assists people facing disadvantage to live fulfilling lives, including by advocating for system change. Committed to diversity and inclusion, UVT welcomes individuals from all backgrounds, faiths, genders and identities, including LGBTIQ+ communities. It also works in solidarity with First Nations peoples as the traditional custodians of the land.

About the role

The Chief Executive Officer (CEO) of Uniting Vic.Tas will lead the organisation with vision, focusing on delivering consumer-led services, expanding the service footprint, developing housing and enhancing the organisation's reputation and impact. Responsible for implementing the Board-endorsed Strategic Plan, the CEO will foster a culture of collaboration, innovation and consumer focus, while managing relationships with key stakeholders, including governments, the Uniting Church, donors and community partners. Leading a diverse and highly capable executive leadership team, the CEO will ensure strategic goals are met, building on the organisation's strong financial stability to ensure it remains sustainable and that its mission is achieved across the sector.

About the person

You are a strategic and dynamic leader with proven experience in guiding complex service delivery organisations, preferably at the CEO level. With a focus on driving transformational change, achieving financial sustainability and engaging diverse stakeholders, you demonstrate clear alignment with UVT's mission, values and ethos. You bring a deep understanding of public policy, a history of effective advocacy, a commitment to inclusive leadership and the ability to cultivate a positive organisational culture. Relevant tertiary qualifications and experience in media engagement are essential, along with the capability to turn strategic vision into tangible outcomes, drawing on a people-centred approach. You inspire others with authenticity, foster talent and are known for creating outcomes for organisations and communities.

For more information, see the **Candidate Brief** or to apply, click 'apply for this job'. Please submit your **CV** (resume) and a **concise cover note** in **Microsoft Word** format. Closes 16 February. Direct and third-party applications will be forwarded to SHK.



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Role overview

The ideal CEO for UVT embodies a blend of strategic vision, leadership acumen, and alignment with the organisation's values and ethos. This individual must be a forward-thinking leader with a proven ability to navigate complex environments, actively scanning for trends, opportunities, and risks. Key experiences and capabilities include:

- **Strategic and Business Leadership:** Strong background in leading large, complex organisations, with success in areas such as mergers and acquisitions, financial management, and problem-solving. Demonstrated ability to drive innovation and manage growth, particularly in community services
- **People Leadership:** Exceptional team-building skills, nurturing a high-performing culture while delegating responsibilities effectively. Must balance collaboration with clear performance expectations and the ability to make tough decisions
- **Stakeholder Leadership:** Comfortable in ambassadorial roles, fostering excellent relationships with the Board, the Uniting Church, and external stakeholders, including media.

The CEO must align with UVT's culture and values, demonstrating ethics, integrity, and a commitment to the ethos of the Uniting Church. The role requires:

- **Personal Attributes:** High intellectual (IQ) and emotional intelligence (EQ), self-awareness, and a focus on cultural alignment
- **Sector Experience:** Knowledge of the community services sector, experience in transition management, and understanding of governance roles
- **Values and Vision:** Embodying organisational values—compassion, respect, imagination, and boldness—while protecting the culture and nurturing growth areas like early learning, intervention, and housing, with a particular focus on disadvantaged regions.

Specifically, the CEO:

- Leads the UVT Group, focusing on growing the service footprint, delivering consumer led services and amplifying the organisation's voice and impact to achieve our purpose
- Leads the implementation of the Board endorsed Strategic Plan and creates a consumer-focused culture based on the values, mission and ethos of Uniting and the Uniting Church
- Ensures Uniting is held in high regard as a can-do organisation by the Uniting Church, Governments, other funding partners, service partners and community supporters. This includes managing across the interface of the political, policy, corporate and not for profit sector
- Is a strategic leader who possesses a vision for Uniting while also executing transformational strategies on time and on budget.

The full Position Description is being reviewed, and will be provided to progressed candidates at a later date.

Position elements

Relationships

Internal

- Boards (UVT, Uniting Housing Victoria, Uniting Housing Australia)
- Senior Management Group
- Senior Leaders
- Uniting Workforce (employees and volunteers).

External

- Uniting Consumers
- Uniting Church in Australia, Synod of Victoria and Tasmania, UnitingCare Australia
- Government departments (State and Federal)
- Members of Parliament
- Sector Partners including Peak Bodies
- Donors, Supporters and Community Members.

Key Responsibility Areas

Strategic Positioning and Implementation

- Provide energetic and visionary leadership, with a growth mindset
- Ensure Uniting is at the forefront of innovation and sector service disruption to position Uniting as the, 'go to' provider of services
- Ensure Uniting leverages opportunities in a digital world, at a strategic and organisational level
- Think strategically as the industries within which UVT operate transform and take affirmative action to maximise Uniting's opportunities in this time of major change
- Transform the organisation into an outcome focused high performing organisation which is driven by the customers' voice
- Translate strategy into action and deliver the Board endorsed Strategic Plan
- Grow Uniting's reputation and collaborative relationship with the Uniting Church in Australia Victorian and Tasmanian Synod and UnitingCare Australia network
- Identify opportunities to inform Governments policy and work with them to enhance the service sectors in Victoria and Tasmania
- Build Uniting's reputation with the philanthropic and corporate sectors, identify strategic opportunities for partnerships.

Leadership and Management

- Develop a high performing, cohesive Executive Team
- Develop a strong and collaborative relationship with the Board to strategise and solve problems together
- Use commercial acumen and focus externally to identify opportunities for Uniting to grow its services footprint in a changing context while maintaining a focus on serving the most vulnerable
- Continue to build a values based, consumer driven organisational culture
- Be the public face of the organisation through media, stakeholder, sector and government engagement
- Ensure Uniting meets its obligations, including but not limited to; accreditation, legislative compliance, financial sustainability, workplace safety.

People and teams

- Provide support, guidance, coaching, leadership and empowerment to the Senior Management Team including performance reviews and regular supervision
- Undertake regular reporting and performance review with the Board
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal Accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with UVT employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation.

Experience, skills and style

Experience

- Senior, preferably, CEO experience in a complex service delivery environment including in commercial markets
- Experience in successfully leading transformational change in a large organisation and maintaining high levels of staff engagement
- Deep understanding of public policy in relevant sectors
- Good track record of delivering financially sustainable financial results aligned to the Board approved budget
- Experience with the media
- Demonstrated experience of translating strategy into outcomes for consumers and communities.

Skills

- Values alignment: ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
- Be highly capable in stakeholder management across a breadth of stakeholders.

Knowledge

- Relevant tertiary qualifications including management qualifications.

As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

Traits and characteristics

- Commitment to the ethos, mission and values of the Uniting Church in Australia.

Remuneration

A competitive package will be offered to the successful candidate, based on skills and experience, and commensurate with a non-profit sector CEO salary range for a large and diverse organisation.

Additional non-profit tax benefits may apply, due to the charitable status of the organisation.

Professional development and engagement opportunities for the CEO will be agreed situationally by the Board, and is supported.

How To Apply

- **Applications are to be submitted online by visiting www.shk.com.au/jobs** (preferred), then scroll down to the role
Submit your **CV (in Microsoft Word format, no more than five pages) and a concise cover note/letter (no more than one page)**, broadly addressing your proposition for the role
- You are not required to separately address the Key Selection Criteria. Your **CV (résumé)** should demonstrate achievements commensurate with the position description (this is the main document we assess). All documents are to be attached in **Microsoft Word** format
- For more information after reviewing this brief, and ideally after submitting your CV, please contact Penny Wilson, Senior Partner, email penny.wilson@shk.com.au (quote #2970307 and the role in the subject line), or text or call 0434 589 284, noting that call backs may be out-of-hours in the evening and may take several days (due to being in session during business hours)
- Please note, there is a concurrent search. Selection processes may take some time and may include multiple review stages, panel interviews and meetings. These may be conducted over the next months. Candidates may be contacted by email or phone, including voicemail message, please check your junk mail/filter folder for correspondence
- Direct and third-party applications will be forwarded to SHK
- Referees will only be requested and contact at the time they are required, after initial stages of this process are completed. There may be additional assessments or evaluations required as part of the process
- Probity checks must be completed in full before you can be considered for appointment. There are specific probity requirements for this role, and you may be asked for particular information outside standard details, if this is relevant
- Being considered for appointment **must remain confidential** throughout the process, prior to formal endorsement
- The indicative close date is **16 February 2025**. We encourage candidates to apply early, noting conversations with well-matched candidates may commence well in advance of this date.

Uniting Leadership Group

