

POSITION DESCRIPTION

Role	Executive Director
Reports to	The Board of the Public Interest Journalism Initiative, through the Chair
Location	Flexible within Australia; or Melbourne CBD office
Appointment terms	+ Full time/ 0.8 FTE (negotiable) + An initial 12-month contract, with additional 1+1 year options
Board of directors	https://piji.com.au/about-us/piji-board/
Chair	Leslie Falkiner-Rose (Acting)
Non-Executive Directors	Eric Beecher Professor Glyn Davis AC Adam Ferrier Karen Mahlab AM Grant Rule Dr Margaret Simons The Honourable Marilyn Warren AC QC

Use your strategic and policy leadership skills to grow a new, high-profile organization to the next level.

The Public Journalism Initiative (PIJI) is seeking a dynamic and experienced leader who will work closely with the PIJI Board to develop the organisation.

The ideal candidate will be a clear-sighted, resourceful individual with extensive policy and advocacy experience, and a proven track record in effective team management and results-driven leadership.

ABOUT PIJI

PIJI's aim is to act as a catalyst to encourage the creation of policies and innovative actions needed to arrest the rapid decline in public interest journalism. It is a non-partisan, philanthropically funded, not-for-profit body established as a limited-life initiative (3-5 years) to conduct research, develop policy and promote public discussion and ensure a sustainable ecosystem of independent public interest journalism in Australia.

PIJI was established in 2018 after consultations with publishers, editors, philanthropists, business leaders, policy-makers and researchers, and is governed by a board of highly-credentialed voluntary directors across the disciplines of media, law, public policy, research, philanthropy and business.

PIJI supports informed debate with credible research and works independently and collaboratively to develop rigorous public policy options.

ABOUT THE ROLE

The Executive Director will be responsible and accountable for the design and delivery of PIJI's vision, strategy and programs in conjunction with the Board. This includes managing key relationships with all sides of government, new and existing funders and other stakeholders.

The Executive Director will drive careful but creative growth, underpinned by solid governance, leadership, financial and operational capabilities.

ROLE REQUIREMENTS

Qualifications

- + Relevant tertiary qualifications and/or equivalent experience
- + Extensive knowledge of, and demonstrated success in, public policy and advocacy experience, ideally in the media environment but open to a successful track-record in other industries
- + Proven background in fostering public discourse and debate
- + Senior executive experience in media, government ministerial and business relations
- + Experience in working with, and reporting to, a high-profile board of directors
- + Organisation/ people leadership and management at a senior level
- + Business acumen, including strategic planning and financial management
- + Track record in leading transformational and policy change
- + Collaborative research capability with government, industry and community interests

Experience, Knowledge and Skills

- + Ability to create and communicate an inspiring vision that supports the industry and helps to influence and engage business and policy decision makers
- + Ability to keep across the impact of media market trends and identify appropriate responses
- + Strong and credible interpersonal skills with the ability to develop and lead a high quality, team and work with PIJI stakeholders to build a strong and engaged community
- + Proven experience with communicating key messages and engaging well with mainstream and social media
- + Strong business acumen and strategic /operational planning skills
- + Sound accounting, financial control and reporting skills; can anticipate financial challenges and work with others to identify sustainable solutions
- + Experience in managing a small office environment and team
- + Ability to focus on long-term sustainability

Applicants with an understanding of, or experience in, independent advisory or statutory bodies will be highly regarded as will experience in stakeholder management and the media industry.

TO APPLY FOR THE ROLE

Please submit a CV and covering letter outlining why you are interested in leading the PIJI team and how your skills and experience align to this opportunity. All applications should be emailed to hr@piji.com.au. Applications without CVs will not be considered.

Applications close at 9.00am, Monday 14 October 2019.

Please note: Candidate screening and interviews may take place prior to the advertised close date. We encourage interested candidates to submit their applications as soon as possible or to advise us of a pending application.

More information: For a confidential discussion, please email us your name and telephone number: hr@piji.com.au and we will respond shortly.

APPENDIX 1: EXECUTIVE DIRECTOR Detailed Duties and Responsibilities

Position Scope

The Executive Director reports directly to the board of directors, through the Chair.

The Executive Director is responsible for facilitating efficient and effective communication and collaboration between the Board of Directors, its sub-committees and advisory groups including PIJI's [Expert Research Panel](#).

All staff and contractors report directly to the Executive Director. The position leads a team of two (part time/contract) based in a Melbourne CBD office.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to, the following:

Strategy, Planning and Operations

- + Collaborate with the board to define and articulate the organisation's vision and to develop a strategy for achieving that vision
- + Develop a business plan that supports the strategic direction set by the board and correlates with annual operating budgets; submission of business plan and any required annual plans to the board for approval
- + Support and lead the organisation into a dynamic period of sustainable financial growth by identifying and implementing new strategic profitable initiatives and funding opportunities and strategies for ensuring the long-term financial viability of the organisation, including:
 - o Prudent management of the organisation's resources within budget guidelines
 - o Provision of prompt, thorough, and accurate information to keep the board appropriately informed of the organisation's financial position
- + Manage the operations of the organisation and ensure compliance with legal and regulatory requirements
- + Lead the organisation's strategic programs to achieve its mission, ensuring strategic alignment and maximising the use of energy and investment

People and Culture

- + Lead and develop the culture of the organisation to ensure the high performance of a small but cohesive team that is both innovative and accountable, building a high level of credibility in the sector and beyond
- + Provide leadership to the team and manage the people and cultural resources of the organisation, including hiring, managing and developing team members
- + Set KPIs and performance reviews for the team in accordance with strategic priorities
- + Develop and maintain people and culture policies and procedures that fully conform to current laws and regulations

Communications and Stakeholder Relationships

- + Serve as the primary spokesperson and representative for the organisation
- + Lead PIJI advocacy activities including maintaining and developing relationships with relevant government departments, with parliamentarians and other significant decision-makers
- + Ensure that the organisation and its purpose, projects, programs, and services are consistently presented in a strong, positive and independent manner to all relevant stakeholders
- + Actively advocate for the organisation, its vision, beliefs, and programmatic efforts
- + Act as a liaison between the organisation and government, business and community, and build relationships with relevant peer organisations
- + Continue to build the stakeholder base that supports the work of the organisation, seeking greater collaboration and engagement towards shared goals

- + Continue to build and engage the support community of the organisation as they invest their time and money in helping to achieve the organisation's purpose
- + Oversee development and delivery of all communications, marketing and publicity materials (including, for example, subscriber communications, media materials and marketing collateral)

Programmatic Effectiveness

- + Oversee the design, delivery, and quality of programs, projects and contracted services to support the strategy and business plan
- + Manage successful delivery of key organisational events, round tables and workshops as required
- + Stay abreast of current trends related to the organisation's programs, projects and services and anticipate future trends likely to have an impact on its work
- + Analyse and measure the success and impact of the organisation's program efforts; refine or change programs in response to that information

Financial Sustainability

- + Utilise existing and new networks to grow revenue and profitability
- + Develop a financially sustainable business plan consistent with the Board's strategy
- + Develop and manage a risk management plan for the organisation

Governance

- + Manage the affairs of the PIJI in accordance with agreed objectives and policies.
- + Build the organisation with appropriate regard to corporate, structural and governance standards.
- + Provide consistent high-level advice to the board on strategy, policy, risk and planning.

Key Stakeholders

PIJI Board and its sub-committees

Funding partners

Research institutions and collaborators

Government ministers and representatives

Government bodies and departments (federal, state and local)

Industry regulators

Industry peak bodies