SELECTION CRITERIA

Executive Director of the Chifley Research Centre

The Chifley Research Centre (CRC) is looking for an Executive Director to head the operations of Australia's leading progressive research institute.

The role reports directly to the Board of Directors of the Chifley Research Centre and is responsible for:

- Implementing a new strategic direction for the CRC, in consultation with the Board of Directors;
- Providing leadership to the CRC and managing work of the Centre, including directing staff or interns employed by the Centre;
- Developing and managing conferences, seminars and other events for the CRC;
- Maintaining a high media presence and promoting the work of the CRC, including through social media;
- Raising funds from external donors and maintaining a database of contributors to the CRC;
- Working with senior members of the ALP on policy and political issues;
- Maintaining relations with likeminded think-tanks in Australia and overseas;
- Working with the Department of Finance and Deregulation and other relevant government agencies in relation to the funding and accountability of the CRC; and
- Monitoring and reporting on the Budget of the CRC to the Board of Directors;

The ideal candidate will have:

- University qualifications appropriate to the role;
- Extensive policy experience at the highest levels of government, including a minimum of 3 years of direct experience in the area;
- Experience working with senior Ministers and Ministerial staff;
- Project management skills, including the ability to deliver projects on time and on budget;
- Demonstrated management skills, including the ability to manage staff and budgets;
- Be familiar with key progressive policy debates and challenges in Australia;
- Be familiar with media and present well on television and in oral communication;
- Have social media experience including in the creation of social media campaigns;
- Knowledge of the ALP, including its values, structures and practices;
- A background, understanding and participation in progressive politics in Australia;
- Experience working in the not-for-profit sector or with NGOs;
- The ability to work with a broad group of stakeholders; and
- The ability to work with limited resources and to maximise the effectiveness of those resources.

The position will include a base salary and an incentivised additional salary package based on performance against key performance indicators.

Please forward expressions of interest including a CV to info@chifley.org.au before COB 7 February 2014.