

## Chief Executive Officer Position Description

Reporting to:	LFA Board	Work location:	Brisbane (or another APAC location)
Department:	Executive	Budget holder:	Yes
Team:	Executive	Direct reports:	6-7

### Role Purpose

A social enterprise of Save the Children Australia, Library For All's mission is ensure global literacy by ensuring access to high quality, culturally relevant books and learning materials. We have a proud history of using technology to disrupt traditional publishing models, and leverage innovation in our everyday work to deliver meaningful change for children's education around the world.

Library For All's Chief Executive Officer leads the LFA Senior Leadership Team, and is part of the Save the Children Senior Management Team. As CEO, the role is responsible for leading the development of the organisation's strategic and business plan, reaching more children across the world with LFA's literacy approaches. The role reports to the Library For All board (via the Chairperson) as well as the Director – International Programs who sits on the Save the Children Executive team.

The CEO is responsible for:

- Leading the development of the organisation's strategic and business plan
- Leading the commercial strategy to ensure products and services are innovative, meet customer needs, remain best-in-class and deliver meaningful impact in addition to delivering strong returns on capital investment
- Leading enterprise technology for impact & revenue

# LIBRARY FOR ALL

DIGITAL LIBRARY FOR THE WORLD

- Ensuring optimum business development activities, including working closely with Save the Children Australia and International as both a partner and a client
- Leading the organisation's finance, people & culture, enterprise technology and general administration functions, utilising Save the Children's shared services model where suitable
- Enabling the organisation's workforce with the skills, tools and capacity to deliver an agile and effective business

Library For All's Chief Executive Officer will also develop and maintain our relationship with the organisation's single Member (Save the Children Australia), leveraging their corporate shared services to realise mutual benefits including operational efficiencies through shared platforms, expertise and scale.

## Key Areas of Accountability

---

### Leadership

- Support the Member and Board of Directors with exemplar leadership
- Articulate and demonstrate a clear expression of vision, values and organisational direction
- Create a high performing values-based environment to successfully deliver the organisation's vision, mission, strategy and business strategy
- Partner with members of the Executive Committee and Senior Leadership Team to enable effective organisational performance
- Consolidate and continue building the high performing team of ambassadors for children's literacy

### Business Development

- Lead the development of a revenue strategy to ensure medium and long term growth of Library For All's pipeline and conversion
- Work directly with the Head of BD on major deals to secure revenue and impact opportunities for Library For All
- Work with colleagues at Save the Children (in particular from International Programs teams, Philanthropy and Corporate), to ensure a strong understanding of Library For All's product suite and to represent the organisation with key supporters where necessary

### Strategic Development

# LIBRARY FOR ALL

DIGITAL LIBRARY FOR THE WORLD

- Work with the Board of Directors and Executive members of Save the Children Australia to design, develop, implement, maintain and review strategies to achieve organisational goals and pursue broader ambitions and scale
- Lead the Executive Committee in operationalising the strategic and business plan with business unit activity plan
- Keep informed of changing political, economic, social and technological contexts and respond accordingly with change management strategies
- Develop and report on performance measured against the strategic and business plan, balanced scorecard and key performance indicators

## Commercialisation

- Develop and implement a commercial strategy across the index of products and services to ensure they are innovative, meet customer needs, remain best-in-class, evidence based, and deliver meaningful impact in addition to strong returns on capital investment
- Develop and implement a financial structure for products and services that achieves revenue diversification, financial sustainability and value for money
- Establish earned revenue generating activities that leverage the index of products and services, organisational capabilities, scale, and create new markets
- Actively pursue income growth targets

## Operational delivery

- Lead the delivery of core business using a blended shared services model (including finance, people & culture, enterprise technology, administration, legal, risk, accommodation, and marketing) to create an agile, efficient and effective operating environment
- Lead the delivery of the technology business unit; acting as the owner of the relevant products and services; to create meaningful impact for beneficiaries, value for money and effective outcomes for customers
- Lead the codification of processes and knowledge across the organisation, facilitating a culture of continuous improvement and innovation to drive strong operational efficiencies at all levels
- Support the Board of Directors with development and implementation of the organisation's risk management approach and activities
- Provide an operational framework for, and monitor for compliance with, the policies, standards and guidelines of Library For All

## External and Internal Relations

- Lead the development of value-based strategic supplier relationships to create robust and secure supply chains
- Lead collaboration across the organisation to support innovation and iteration required to deliver the strategic and business plan

- Coordinate closely with Save the Children's shared services providers, Executive and technical experts
- Collaborate with key personnel to effectively represent Library For All at external events, meetings and conferences to promote the work of Library For All and Save the Children

## Financial Performance and Budgets

- Lead the financial management of the organisation, provide performance reporting and implement corrective actions as required
- Develop the organisation's annual operational budget for Board endorsement in accordance with the strategic and business plan
- Oversee the development of proposal budgets ensuring financial performance requirements are achieved and appropriately contracted
- Monitor and report against approved budgets, ensuring programs and sales achieve set financial performance measures
- Manage team expenditure within budget whilst minimising administrative costs and actively identifying cost efficiencies across the team

## Health, safety, security and risk management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management

## Child Protection and Safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people

- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

## Person Specification

---

### Essential knowledge or experience

- Substantial experience at a senior executive level, with a demonstrated capacity to thrive leading highly innovative, agile and high performing teams with a transformation agenda
- Direct experience working in a developing or humanitarian context
- Experience within the development sector to enable effective partnership building and business development with key clients and stakeholders
- Proven ability to set and achieve ambitious targets, while working autonomously in a fast-growing organization with significant growth plans
- Demonstrated strong leadership qualities, including the ability to inspire and motivate team members, provide direction, make decisions, and manage performance confidently
- Exceptional inter-personal skills, including well-developed stakeholder management skills, a flexible communication style, dogged determination, and the capacity to influence at all levels
- A shared passion for delivering better educational outcomes for children using technology as an enabler.
- Experience successfully developing strategy, including establishing measurement frameworks and achieving set performance indicators
- Proven experience with managing broad and complex strategic activities, or programs in complex operating environments

### Desired knowledge or experience

- Experience leading innovation, negotiation, collaboration, problem solving and managing change in a corporate environment
- Experience managing the financial performance of an organisation or business unit with a budget of >\$10m annually
- Experience with a large, geographically distributed and culturally diverse workforce
- Experience in a For Purpose organisation, ideally within the education or international development sector

### Required qualifications and/or accreditations

- Tertiary qualifications in the field of business, management, finance, project/program management or a related operations-based discipline (preferable, not essential)
- Advanced qualifications (postgraduate) in the field of business administration, or a similar discipline (preferable, not essential)
- Certifications in project/ program management, agile, lean, six sigma or other management methodologies (preferable, not essential)

## Additional Information

---

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

---

Drivers Licence:	Required	Travel:	Frequent depending on location, domestic, and international
Working with Children Check:	Required	Assets:	Laptop
Classification Level:	Individual Agreement		

---