



POSITION DESCRIPTION

Job Title: CICA Executive Officer
Salary: Contract Payment of \$8662.50 incl GST per month all inclusive
Term of Employment: Full Time from 1 January 2012 to 30 June 2012
Application Closing Date: 7 November 2011 5pm AEDST

Contact: Bernadette Gigliotti, CICA President **Phone Number:** 03 9810 6408

DUTIES

- Lead the planning and implementation of the DEEWR CICA Operational Funding Agreement in consultation with the CICA President and CICA Executive;
- Develop, implement, monitor and evaluate CICA's long-term strategic plan and annual business plan to ensure that the obligations under the CICA-DEEWR Funding Agreement are met;
- Represent CICA and its member organisations in policy forums, meetings and conferences, and to a wide range of audiences including the Australian Government and policy makers;
- Consult, collaborate and network with CICA and key stakeholders (CICA member organisations, government, education, industry, the public and others) to optimise career development outcomes;
- Contribute to relevant government enquiries and reviews on behalf of CICA;
- Identify policy priorities for the career industry and represent the views of CICA and its member organisations;
- Provide strategic advice to CICA and its member organisations based on the Government's participation, productivity and social inclusion agenda;
- Encourage sharing of international good practice and research findings; undertake research, and support excellence in career development practice;
- Report to DEEWR as per obligations under the CICA-DEEWR Operational Funding Contract;
- Undertakes travel in line with the DEEWR Domestic Travel Policy Guidelines after gaining approval from the CICA Treasurer;
- Develop effective working relationships for CICA with member organisations, key stakeholders and external agencies, with the support of the Communications Officer and Project Officer;
- Work closely with the CICA President, CICA Treasurer, CICA Communications Officer and CICA Project Officer; and
- Ensure that all documentation and correspondence are cleared and approved by the CICA President and Executive Committee.

KEY SELECTION CRITERIA

Essential

- Well developed interpersonal, communication and negotiation skills (both verbal and written), with the capacity to develop effective partnerships across a range of public and private organisations;
- Demonstrated ability to communicate with a diverse range of stakeholders;
- Demonstrated skills in planning and policy formulation;
- Demonstrated customer service focus;
- Computer literacy with superior knowledge of and experience in using the Microsoft Office suite of programs;
- Personal drive and ability to work independently and as a member of a team, often to strict time lines;
- Demonstrated ability to manage priorities in an environment of limited resources; and
- A proven track record of working with Government contracts;

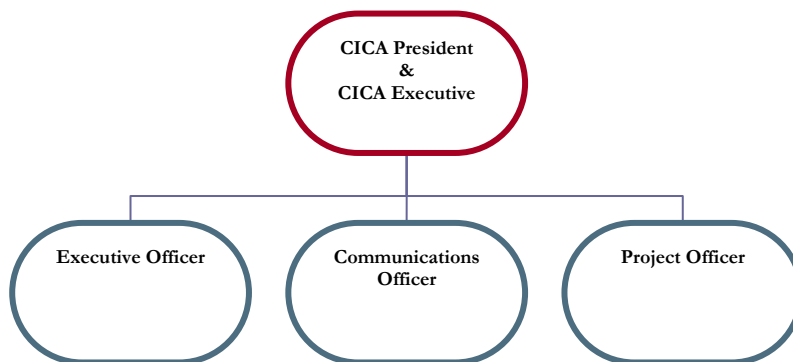
Highly Desirable

- A Professional Tertiary Qualification in Career Development or a Qualification assessed as comparable by AEI-NOOSR and/or equivalent experience in a comparable position in the work force;

Desirable

- Experience in the not for profit sector or willingness to adapt;

Reporting Relationships



OTHER RELEVANT INFORMATION

- This description is indicative of the range of position requirements.
- The position comprises other duties as required and directed by the CICA President.

Information for Applicants

Thank you for your interest in an employment position with the Career Industry Council of Australia (CICA). The following information is provided to assist you should you wish to apply for the position.

- As the national peak body, Career Industry Council of Australia's vision is to enhance participation and productivity by advocating the individual, social and economic benefits of quality career development for all Australians.
- In your application, you should provide statements which address all the **Key Selection Criteria** specified in the job description. You should also provide Curriculum Vitae of your work history.
- Please include the names and contact details of **two referees** to support your application. A contact phone number during business hours should also be included.
- Applications should arrive by 5pm AEDST on Monday 7 November 2011.

They should be marked **CONFIDENTIAL** and be sent to:

Bernadette Gigliotti
President
CICA
Unit 3, 192B Burwood Road
Hawthorn VIC 3122

or, via email to: bernadette.gigliotti@cica.org.au with the position title in the subject heading.
- The successful applicant will be required to serve a three month period of probation.
- Questions regarding the role of the job should be directed to the CICA President.
- Conditions of Employment include:
 - ✓ Monthly contract payment upon receipt of an ATO compliant Tax Invoice.
 - ✓ Travel and Accommodation costs met by CICA as per the DEEWR Domestic Travel Policy Guidelines. (A copy is available upon request)
- Please note that the receipt of your application **will not be acknowledged**. You will be contacted if you are successful in gaining an interview and all applicants will be formally advised of the outcome at the completion of the selection process.
- The CICA actively encourages behaviours consistent with the following values:
 - ✓ client focus,
 - ✓ achievement orientation,
 - ✓ integrity,
 - ✓ teamwork,
 - ✓ open and honest communication,
 - ✓ creativity and innovation,
 - ✓ accountability,
 - ✓ personal growth.
- CICA is an Equal Opportunity Employer.