



Success Profile

■ Chief Executive Officer

Industry Capability Network (ICN)

June 2020



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Chief Executive Officer

- Work to promote local industry and local jobs
- Opportunity to deliver innovative solutions
- Make a tangible impact on the community and economy



ICN Victoria (Industry Capability Network) is a business network that helps local companies grow. An independent organisation supported by the state government, ICN Victoria were founded in 1984 and work to increase the number of local SMEs working on projects and other procurement options in Victoria. They offer services that support local industry participation, local content considerations, and assist with the project procurement process. ICN also administers the Local Jobs First Policy on behalf of the Victorian Government.

Reporting to the Board of Directors, the Chief Executive Officer is responsible for the overall success of ICN Victoria. The CEO will increase the value proposition of the organisation while also taking advantage of the opportunities being presented through the Victorian Government's massive commitment to construction, infrastructure, and manufacturing. They will ensure improved opportunities for local businesses, while also delivering on the Local Jobs First Policy. The role will continue to focus on the organisation's engagement with both industry and government, and will also present an opportunity to develop innovative new ideas and solutions. The CEO will play a key role in ensuring long-term growth and sustainability for ICN Victoria.

This is a great opportunity for a collaborative, passionate leader who is driven to ensure the continued success of the organisation in an economic climate where local jobs and local content have never been more important. With a strong understanding of key stakeholder requirements (government, industry, and union), you will be a proven leader with strong links to industry. You will have an excellent appreciation for how government decisions are made, and will have a track record as a trusted partner to State Government (VPS and Ministers). This is an opportunity to work closely with the Board to ensure ICN Victoria remains contemporary and well-positioned to deliver on its key objectives.



About ICN Victoria

ICN is a business network that helps Australian and New Zealand companies grow. ICN Victoria focuses on opportunities within the Victorian sector.

We do this through our powerful online database and our network of Consultants, giving companies access to:

- Projects large and small
- Partnership opportunities and supply chain development
- Channels to promote company capabilities to our business network
-

ICN Victoria is an independent not for profit organisation, financially supported by the **Victorian Department of Jobs, Precincts and Regions**. ICN supports the implementation of “Local Jobs First”. Its primary aim is to maximise opportunities for Victorian industry.

Since it started more than 30 years ago, ICN nationally has been helping find the suppliers and service providers who are best equipped to meet the requirements of thousands of projects across Australia and New Zealand.

Every day we work with local suppliers and project managers to help save valuable time and money in the procurement process. We also help to secure billions of dollars in contracts and jobs that may otherwise have gone overseas.

If you're a major project developer, we will put you in contact with the best suppliers. If you're a supplier, we'll connect you with the best projects planned or already underway across Australia and New Zealand – and around the world.

Our vision is to contribute to increased economic activity and employment for Australian and New Zealand by assisting industries to gain a greater share of domestic and international business opportunities.



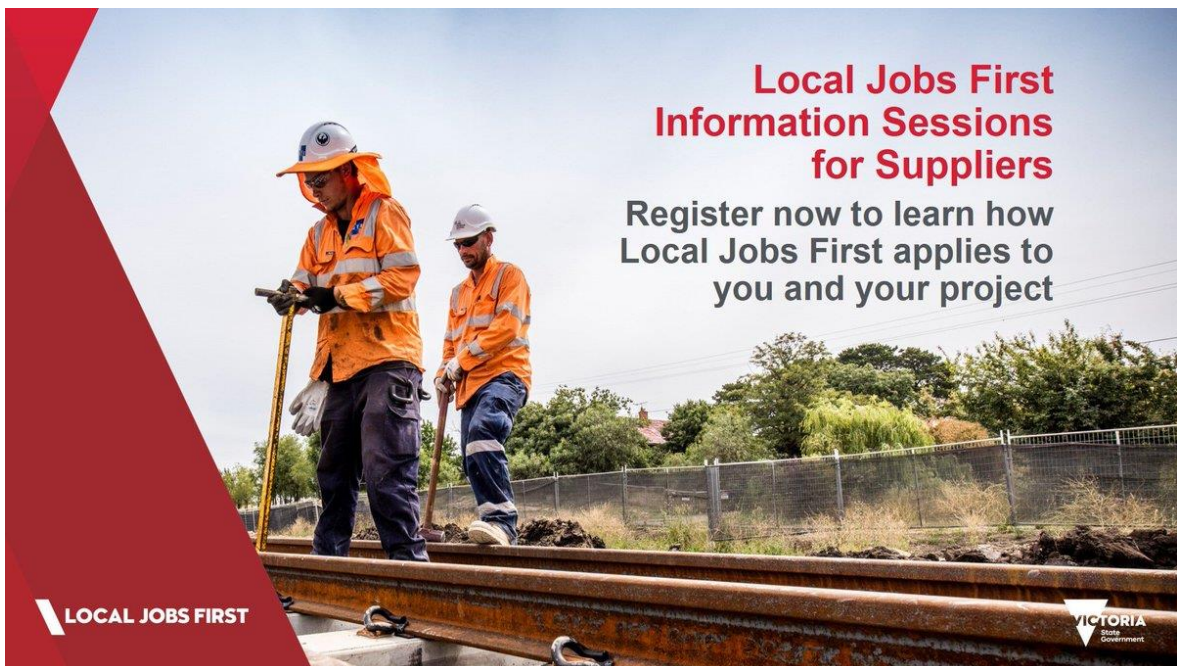
LOCAL JOBS FIRST

As mentioned the ICN Victoria supports the implementation of Local Jobs First. The Local Jobs First Policy supports Victorian businesses and workers by ensuring that small and medium size enterprises are given a full and fair opportunity to compete for both large and small government contracts, helping to create opportunities including for apprentices, trainees and cadets. The Local Jobs First policy comprises:

- Local Jobs First - Victorian Industry Participation Policy (VIPP), which focuses on providing opportunities for local suppliers to compete for work on all types of government contracts, helping to create and sustain opportunities for Victorian businesses and workers. This policy is about local industry development.


<https://localjobsfirst.vic.gov.au/about>


<https://localjobsfirst.vic.gov.au/about/industry-capability-network-icn>

A photograph of two construction workers in orange high-visibility gear and hard hats standing on a rusty metal rail track. They are holding tools, possibly measuring or inspecting the track. The background shows a chain-link fence and some trees under a clear sky. The image is overlaid with a red geometric shape on the left side.

**Local Jobs First
Information Sessions
for Suppliers**

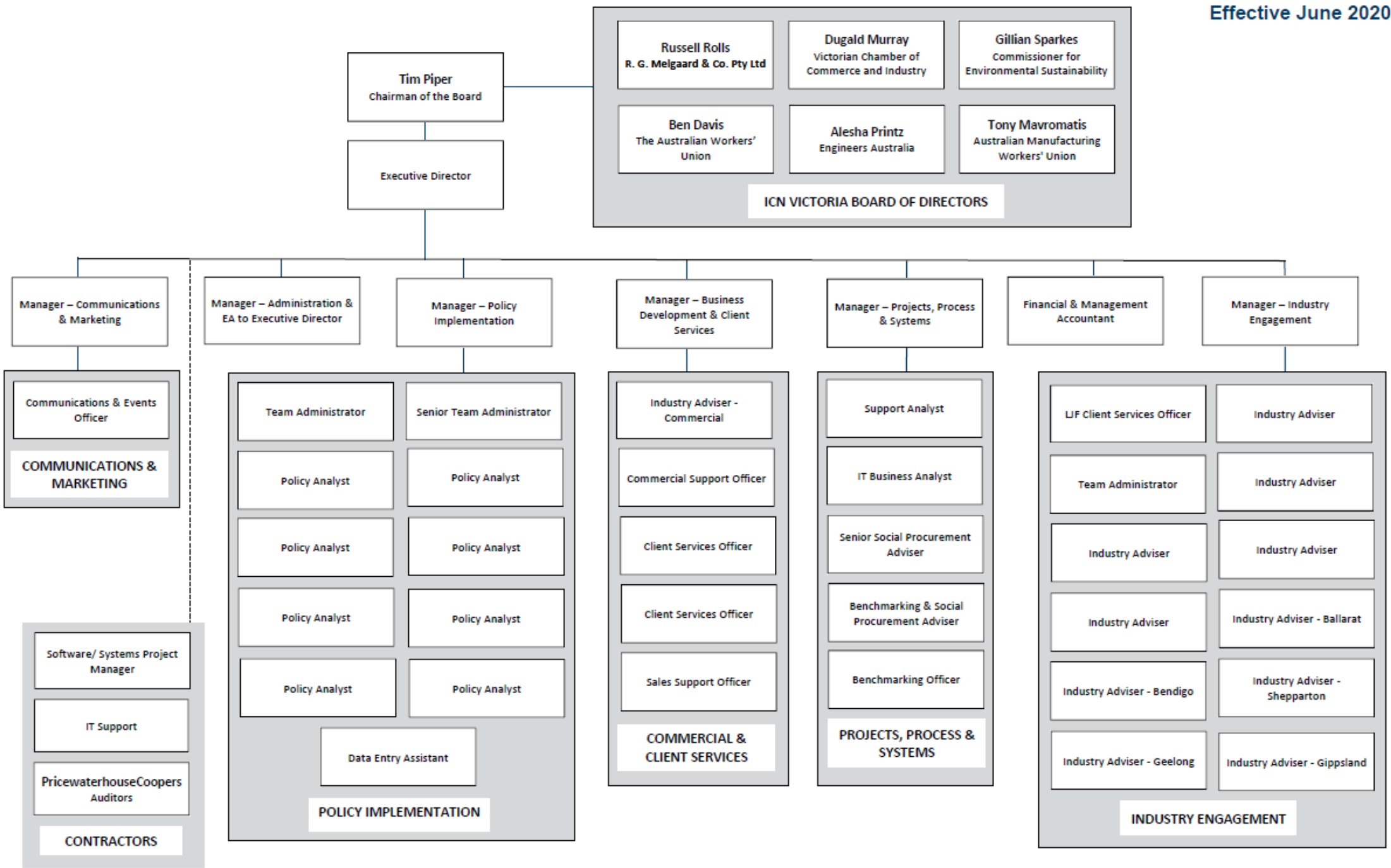
**Register now to learn how
Local Jobs First applies to
you and your project**

 **LOCAL JOBS FIRST**

 **VICTORIA**
State Government

ICN Victoria Organisation Chart

Effective June 2020



Role Overview

| | |
|--------------|----------------------------------|
| Title | Chief Executive Officer |
| Location | Level 11, 10 Queens Rd Melbourne |
| Remuneration | Circa \$200,000 - \$250,000 TRP |
| Reporting to | Chairman and Board of Directors |

Primary Objectives

The Chief Executive Officer is responsible for the success of ICN Victoria, in partnership with the Board. Together, the Board and CEO assure ICN accomplishes its mission and vision, achieves both the State and Federal Government Grant Agreement Program activities and performance targets and, provides accountability of ICN Victoria to all of its stakeholders.

The Board delegates responsibility for management and day-to-day operations to the Chief Executive Officer, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies approved by the Board.





Key Result Areas for Success

When sitting down to review your performance with the Chair and Board, the following are areas where you will have been able to deliver on expectations and make an impact to the organisation:

Improved Jobs for Local Businesses

You will be able to demonstrate evidence of increased engagement of local businesses, and have successfully delivered on the 'Local Jobs First Policy' on behalf of the Victorian Government.

Remaining Relevant and Growth-Focused

The value proposition of ICN Victoria has been clearly defined and is known internally and throughout external stakeholder organisations. Additional opportunities have been generated, and engagement with industry has lifted as a result.

Leadership of a high-performing, highly-engaged team

Your ethical and honest approach to leadership has provided direction to the team. There is evidence of a strong culture, engagement survey results are high, and OHS outcomes are positive.

Financial Management of a Sustainable Organisation

Good decisions have been made around the day-to-day operations of the business, government funds have been managed prudently, and the organisation is set up to be sustainable for the long-term.

Strong Stakeholder Relationships

You are well-regarded by government stakeholders, including the public service and Ministers, and also have the trust of industry. Your relationship management skills have delivered opportunities to the organisation, and succeeded in linking industry with opportunity.

Relationship with the Board and Department of Jobs, Precincts and Regions

You have developed a strong working relationship, where the Chair, Board, and DJPR have confidence in your ability to lead the organisation. Reporting is transparent, regular, and accurate, and ICN Victoria's vision is being achieved.



Accountability Areas

Key Activities

LEGAL COMPLIANCE

- Assure the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations and any changes as they occur.

MISSION, POLICY AND PLANNING

- Assist the Board to monitor and update ICN's values, mission, vision, and short- and long-term goals.
- Help the Board monitor and evaluate ICN's relevancy to its stakeholders and industry, its effectiveness, and its results.
- Keep the Board fully informed on the condition of ICN and on all the important factors influencing it.
- Identify problems and opportunities and address them; brings those which are appropriate to the Board and/or its committees; and, facilitate discussion and deliberation.
- Inform the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommend policy positions.
- Keep informed of developments in OH&S, human services, not-for-profit management, Governance and funding development.

MANAGEMENT AND ADMINISTRATION

- Provide general oversight of all ICN activities, manage the day-to-day operations, and ensure a smoothly functioning, efficient organization.
- Assure program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assure a work environment that recruits, retains and supports quality staff.
- Assure processes for selecting, development, motivating, and evaluating staff.
- Recommend staffing and financing to the Board of Directors. In accordance with Board action, recruit personnel, negotiate professional contracts, and sees that appropriate salary structures are developed and maintained.
- Specify accountabilities for management personnel and evaluates performance regularly.

GOVERNANCE

- Help the Board articulate its own role and accountabilities and that of its committees and individual members, and help evaluate performance regularly.
- Work with the Board Chair to enable the Board to fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- With the Board Chair, focus Board attention on long-range strategic issues.

- Manages the Board's due diligence process to assure timely attention to core issues.
- Work with the Board officers and committee chairs to get the best thinking and involvement of each Board member.
- Recommend staff members to participate in the Board and its committees.

FINANCING

- Promote ICN programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Oversee the fiscal activities of the organization including budgeting, reporting and audit.
- Work with Board to ensure financing to support short and long-term goals.
- Develop effective State, Federal and other funding development programs.
- Help guide and enable the Board to participate actively in the funding development process.

CLIENT RELATIONS

- Facilitate the integration of ICN into the fabric of ICN stakeholders and industry by using effective marketing and communications activities.
- Act as an advocate within the public and private sectors for issues relevant to ICN, its services and its stakeholders.
- Listen to stakeholders, clients, and industry in order to improve services and industry activity. Assure awareness of ICN's response to industry needs.
- Serve as chief spokesperson for ICN, assuring proper representation of ICN to its stakeholders, industry and the ICN national network.
- Initiate, develop, and maintain cooperative relationships with key stakeholders and clients.
- Work with government agencies to promote legislative and regulatory policies that encourage positive environments for industry





For more information

For further discussion, please contact:



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