

## POSITION DESCRIPTION

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Position: Chief Executive Officer

Location: Thornbury, VIC

## BACKGROUND

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The Islamic Museum of Australia is a not-for profit organisation founded in 2010 with the purpose of establishing the first Islamic Museum in Australia. It showcases the rich artistic heritage and historical contributions of Muslims in Australia and abroad. This is the first centre of its kind in Australia and showcases a diverse range of Islamic arts including architecture, calligraphy, paintings, glass, ceramics and textiles. The Museum also provides educational and cross cultural experiences and aims to foster community harmony and facilitate an understanding of the values and contributions of Muslims to Australian society. Six years on, the IMA are world leaders in showcasing our proud Muslim contribution to society and continue to go from strength to strength.

## POSITION SUMMARY

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The Chief Executive Officer will be a suitably qualified person, who will be responsible for executing the strategy and mission of the IMA as directed by the Chairperson on behalf of the Board. They will be responsible for driving our revenue strategy, managing staff; establishing and accomplishing business objectives and executing the broader strategy of the IMA. They will be guided by the board and the mission, vision and values of the IMA.

## REPORTING & RELATIONSHIPS

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### Reporting

Reports to: Chairperson  
Direct reports: x 4 direct reports

### Relationships

Internal: Chairperson  
Board  
Staff (including 4 x direct reports)

External: Local, State and Federal Government representatives  
Corporate Partners and prospective partners  
Community and cultural organisations, schools and educational institutions, museums and arts institutions

## KEY ACCOUNTABILITIES

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- Increase management's effectiveness by, training, coaching, counselling, and developing managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; providing educational opportunities.
- Develops strategic plan by harnessing technological and financial opportunities; presenting assumptions; recommending objectives.
- Accomplish subsidiary objectives by establishing plans, budgets, and results measurements; allocating resources; reviewing progress; making mid-course corrections.
- Coordinates efforts by establishing procurement, production, marketing, field, and technical services policies and practices; coordinating actions with IMA staff.
- Build the IMA brand by collaborating with stakeholders, schools, government, community organizations, and employees; enforcing ethical business practices.
- Maintain a quality service by establishing and enforcing IMA standards.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Managing the balance sheet, P&L and cash flow of the organisation

## KEY SELECTION CRITERIA

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### Education / Qualifications / Specialist training

- Preferred degree in Business Management or equivalent qualifications.
- Extensive prior experience in a similar role.

### Experience / knowledge

- Demonstrated experience in strategic planning across all facets of business.
- Extensive experience in financial planning.
- Strong leadership skills and experience in staff and performance management, including building resilience in teams.
- Excellent interpersonal skills, sound judgement and decision making, business development and stakeholder relationship management.

### Skills & attributes

- Senior experience in operational management.
- Demonstrated knowledge in IT&T infrastructure.
- Proficiency in systems and quality management.
- Demonstrated ability to coach/mentor staff as required.
- Exceptional stakeholder management skills.

## **OCCUPATIONAL HEALTH AND SAFETY**

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Implement and maintain health and safety standards and procedures according to legislation and consistent with IMA's policy and demonstrate effective leadership on OHS matters

## **OTHER DUTIES**

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Required to undertake other duties as directed by the board.

## **ELIGIBILITY AND APPLICATION PROCESS**

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### **Eligibility**

Candidates must be an Australian citizen or permanent resident.

### **To apply**

Please address the key selection criteria and forward together with a covering letter and a copy of your resume to:

Azmeena Hussain  
Chairperson  
Islamic Museum of Australia  
[admin@islamicmuseum.org.au](mailto:admin@islamicmuseum.org.au)

**Applications close 31 January 2021.**