

Chief Executive Officer

Reports to: Chair, IPAA SA Divisional Council

The Role

The Chief Executive Officer (CEO) provides strategic and operational leadership to IPAA, ensuring the organisation delivers high-quality professional development that strengthens capability, leadership and performance across the South Australian public sector and other organisations delivering public value.

The CEO is responsible for translating the organisation's purpose and strategy into sustainable growth, strong stakeholder relationships and measurable outcomes for participants, government agencies and the broader South Australian public sector.

The role combines strategic leadership, commercial and financial accountability, stakeholder engagement and organisational development. The CEO will lead a high-performing organisation that is responsive to the changing capability needs of the public sector, recognised as a trusted partner in developing people and organisational capability through adult education best practice.

Reporting to the IPAA SA Divisional Council, the role is significantly autonomous and provides advice, assurance and strategic opportunities to Council.

Key Accountabilities

Strategic Leadership and Direction

- Lead the implementation of the organisation's strategic direction in partnership with the Council.
- Translate strategy into clear priorities, plans and measurable outcomes.
- Ensure the organisation remains relevant and responsive to emerging public sector capability requirements.
- Identify opportunities to strengthen the organisation's impact, reach and sustainability.
- Lead organisational change and continuous improvement where required.

Public Sector Capability and Professional Development

- Ensure professional development programs are high quality, relevant, contemporary and aligned with the needs of the South Australian public sector.
- Build a strong understanding of current and emerging capability gaps across government through strong relationships with public sector leaders.
- Oversee the development and delivery of programs that build leadership, professional capability and organisational effectiveness.
- Ensure strong mechanisms to evaluate participant outcomes, program effectiveness and organisational impact to drive future activity.
- Encourage innovation in learning and development approaches, including contemporary delivery models and digital learning that are aligned with best practice adult learning principles and connected to real world challenges.

Stakeholder and Government Relationships

- Develop and maintain strong relationships with senior leaders across the South Australian public sector.
- Build trusted partnerships with government agencies, professional bodies, education providers and other relevant stakeholders.

- Build trusted partnerships with HR leaders across the South Australian public sector to identify current and emerging workforce capability needs, using the insights to shape strategic initiatives that strengthen the capability of the South Australian public sector.
- Represent the organisation confidently and credibly with government, industry and community stakeholders.
- Understand stakeholder needs and translate these into opportunities for organisational growth and impact.
- Act as the organisation's key advocate and ambassador.

Commercial and Financial Management

- Maintain strong financial management and ensure the organisation operates sustainably, through budgets, financial plans and revenue strategies.
- Identify opportunities to grow revenue and expand the organisation's reach and impact.
- Ensure appropriate commercial discipline across programs, partnerships and business activities.
- Monitor organisational performance against agreed financial and operational targets.

Organisational Leadership

- Lead, develop and retain a capable, engaged and high-performing team.
- Establish clear expectations, accountability and performance measures.
- Build a culture that reflects the organisation's values and commitment to public sector capability.
- Ensure appropriate organisational structures, systems and resources are in place to support delivery.
- Foster collaboration, innovation and continuous improvement.

Governance, Risk and Compliance

- Work effectively with the Board, providing timely, accurate and strategic advice.
- Ensure the organisation meets its legal, regulatory, contractual and governance obligations.
- Maintain appropriate risk management frameworks and controls.
- Ensure appropriate policies, systems and processes are in place to support effective governance.
- Provide transparent reporting to the Board on organisational performance, risks, financial position and strategic priorities.

Performance and Impact

- Establish clear organisational measures of success and monitor performance against them.
- Use data, participant feedback and stakeholder insights to inform decision-making and improve programs.
- Demonstrate the tangible impact of the organisation's work on public sector capability.
- Report regularly to the Board on progress against strategy, financial performance and organisational outcomes.

Work, Health and Safety

The role has the responsibility for leading workplace health and safety activities. This is inclusive of;

- being responsible for their own and other's safety.
- ensuring direct reports understand workplace health and safety requirements
- identifying hazards, assessing risks and implementing procedures for controlling risk
- providing adequate WHS information, instruction, training and supervision to employees where required,
- applying procedures for dealing with incidents and emergency events and
- maintaining appropriate workplace safety records.

Corporate Responsibilities/Requirements

- Demonstrate professional workplace behaviours and commits to representing the organisation in line with its values.
- Participate in both professional development opportunities and performance development processes.
- Abide by organisational policies and procedures.

Selection Criteria

Essential

- Senior executive leadership experiences, ideally within the public sector, professional development, education, training, membership or related environment.
- Hands on experience managing a small business or commercial enterprise. Or can demonstrate leadership of operational elements inclusive of finance, HR, risk management and governance.
- Demonstrated ability to execute organisational strategy and lead organisational change.
- Strong understanding of the South Australian public sector and its operating environment.
- Demonstrated experience building and maintaining senior stakeholder and government relationships.
- Strong commercial and financial management capability.
- Demonstrated experience leading teams and building high-performance organisational cultures.
- Strong communication, influencing and relationship management skills.
- Demonstrated ability to identify opportunities, innovate and translate strategy into practical outcomes.
- Strong understanding of governance, risk and organisational accountability.

Desirable

- Experience in professional development, leadership development, capability building or adult learning.
- Existing networks across the South Australian public sector.
- Experience working with government agencies or government-funded organisations.
- Relevant tertiary qualification in business, leadership, public administration, education or a related discipline.