

OFFICIAL



# Candidate information pack

Chief Executive Officer  
Canberra Institute of Technology

Reference No: 971

Close date: 11.30pm AEDT Friday 7 February 2025

Please note our office will be closed from COB Friday 20 December and reopening Monday 13 January 2025, if you are enquiring about this process during these dates, please email [admin@execintell.com.au](mailto:admin@execintell.com.au) as this mailbox will be monitored during our office closure.

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# Chief Executive Officer, Canberra Institute of Technology

## Position description

<b>Reports to:</b>	CIT Board	<b>Staff:</b>	Approximately 700
<b>Location:</b>	Canberra, ACT	<b>Employment Type:</b>	Contract, up to 5 years
<b>Work Arrangement:</b>	Full-time	<b>Security Clearance:</b>	Ability to obtain a security clearance
<b>Salary:</b>	Remuneration is set by the ACT Remuneration Tribunal The position attracts a remuneration package ranging from <b>\$350,778 - \$383,278</b> plus superannuation.		

### About the Canberra Institute of Technology

The **Canberra Institute of Technology (CIT)** is seeking an experienced leader to be the **Chief Executive Officer (CEO)** for the CIT.

The CEO is a critical leadership role, based in Canberra, requiring significant experience in building and fostering a high-performance culture and managing a vocational education and training (VET) organisation. The role will work with educators, staff and stakeholders to ensure high quality vocational education and training is provided to Canberra and the region. The role will ensure that students remain at the centre of CIT's work.

CIT is Canberra's only TAFE and is a premier VET institution with approximately 18,000 students a year and approximately 160 courses in scope. CIT services Canberra through its five campuses. CIT also has a new campus being built at Woden which is scheduled to open in mid-2025.

CIT has a long history in Canberra since its creation in 1928 and is looking forward to its upcoming 100th anniversary. CIT has a proud history of adaptation, rising to the economic and social needs of the government of the day, fulfilling the needs of our students, delivering skills to industry and serving our community.

CIT has been focussing over the last two years on improvements to governance, policy, procurement and financial management. CIT has a focus on digitalisation with a Cloud Campus program underway to ensure that our systems and processes support our staff and students. CIT has a new campus scheduled to be opened in mid-2025 and is implementing the Electric Vehicle Centre of Excellence.

CIT operates locally but has a presence nationally. The National Skills Agreement was launched at CIT's Electric Vehicle lab. CIT will be hosting the first nationally networked TAFE Centre of Excellence under the National Skills Agreement – the Electric Vehicle Centre of Excellence. CIT also has International students.

### The Role

The role is responsible for working with the CIT Board, ACT Government and staff to execute the next exciting phase of CIT's strategy and transformation. The role will be expected to continue the important work undertaken over the last two years in improving governance, financial, staff engagement and procurement systems and promoting financial sustainability and growth.

The CEO is responsible for leading CIT educators and staff and promoting a respectful workplace culture that ensures that the strategic directions set by the CIT Board are met. To be successful in this position, you should demonstrate a track record of successfully leading and inspiring educators and staff.

The role requires a leader who exemplifies CIT's values and behaviours, and can lead staff through a period of transformation with integrity, authenticity and respect. In doing so, the role will report to the Board and Government, and ensure compliance with all applicable regulatory requirements for the organisation.

The CEO has day to day responsibility for the operations of CIT including ensuring that the strategy set by the Board is implemented effectively. The CEO is employed by the CIT Governing Board and is a member of the Board.

Key skills for the role are:

- Extensive experience in managing and delivering high quality vocational education services.
- Ability to lead, inspire and develop educators and staff to achieve the strategic directions set.
- Can lead staff through a period of transformation with integrity, authenticity and respect.
- Effective communicator who can work with the Board, Minister, Directorate, stakeholders, industry and the media on our current course offerings, new opportunities and pathways.
- High integrity and the ability to work with accountability and transparency to the Board.
- Ability to lead CIT to ensure it develops VET program and curriculum design that is financially sustainable, high quality and consistent with community needs
- Capabilities to continue working to build a contemporary CIT with an Integrity Commission inquiry still to be finalised.

## CEO Duties

The Chief Executive Officer reports directly to the Board and provides strategic leadership across CIT. The Chief Executive Officer role includes the following, but is not limited to:

- Is responsible for leading the day-to-day operations of the CIT.
- Is responsible for driving the long-term vision of CIT by ensuring effective delivery of programs and implementation of the CIT Strategic Plan. This is currently the Strategic Compass 2025, but a new Strategic Plan is in the final stages of development.
- Establishes and executes plans to achieve the strategic objectives set by the Board, including competitiveness, operating efficiency and growth.
- Leads the transformation of CIT to a business model ready to grow in the rapidly changing VET environment.
- Is responsible for the leadership and delivery of quality education and skills development for individuals, industry and the community.
- Supports the Board in implementing and maintaining a range of initiatives including service agreements from government agencies and other funding bodies.
- Maintains productive relationships with stakeholders and leaders in the ACT public sector, regulators, other training providers and educational institutions including universities.
- Leads the Executive team in key areas such as: strategic planning and governance; staff, community and stakeholder engagement; creating a compelling student experience; planning and reporting; financial and operational analysis; policy development; staff and student wellbeing, service delivery excellence; and campus modernisation.
- Supports the Executive and their teams to measurably improve educational outcomes, productivity and efficiency through enhanced technology and innovation and new opportunities while ensuring the organisation meets legislative and government requirements, funding agreements and existing policies and procedures.
- Is also the CEO of CIT Solutions, which is CIT's wholly owned subsidiary.

## Statutory duties of the position

Section 84 of the *Financial Management Act 1996* sets the following functions of the CEO:

- a. ensuring, as far as practicable, that the CIT's statement of intent is implemented effectively and efficiently;
- b. managing the day-to-day operations of the CIT in accordance with—
  - i. applicable governmental policies (if any); and
  - ii. the policies of CIT set by the board; and
  - iii. each legal requirement that applies to CIT;
- c. regularly advising the board about the operation and financial performance of CIT;
- d. immediately advising the board about significant events.

In addition, the CEO must under the *Financial Management Act 1996*:

- Section 85: act with honesty, care and diligence;
- Section 86: take reasonable steps to avoid conflicts of interest;
- Section 88: disclose any interests.

## Qualifications

Relevant tertiary qualifications are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

## Security

This position requires the successful candidate to have the ability to obtain a Negative Vetting Level 1 security clearance. The position requires the successful candidate to meet the 'Fit and Proper Person Requirements' which are part of the VET Quality Framework and are specified in the Standards for Registered Training Organisations (RTOs) 2015.

## Tenure

The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the Legislative Assembly and the appointment instrument appears on the register at [legislation.act.gov.au](http://legislation.act.gov.au)

## Eligibility

To be eligible for engagement to the ACT Government applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. There are also restrictions on the employment of people who have received a redundancy benefit from the ACT Government agency and who is still within their 'redundancy benefit period' or restriction period.

Prospective appointees will be required to satisfy health, character and security checks.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

## Reasonable adjustments

**Executive Intelligence Group** is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

## More information about Canberra Institute of Technology

The Canberra Institute of Technology Act 1987 establishes CIT and sets out the functions of CIT. CIT is an ACT Territory Authority. Further information about CIT is available at <https://cit.edu.au/> including the CIT Board Charter at [https://cit.edu.au/data/assets/pdf\\_file/0008/155969/CIT\\_Board\\_Charter\\_approved\\_November\\_2023.pdf](https://cit.edu.au/data/assets/pdf_file/0008/155969/CIT_Board_Charter_approved_November_2023.pdf) and the Governance framework for CIT is set out at [https://cit.edu.au/data/assets/pdf\\_file/0020/150185/Governance\\_Framework\\_2024\\_FINAL.pdf](https://cit.edu.au/data/assets/pdf_file/0020/150185/Governance_Framework_2024_FINAL.pdf)

## Preparing your application

Please note the Executive Intelligence Group office will be closed from COB Friday 20 December and reopening Monday 13 January 2025, if you are enquiring about this process during these dates, please email [admin@execintell.com.au](mailto:admin@execintell.com.au) as this mailbox will be monitored during our office closure.

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words or 2 pages) drawing out why you are interested in the role, what you offer the CIT, your skill set, relevant career history, achievements, and your leadership attributes. In addition, please also provide the details of at least **2 referees** who can comment directly on your work and capability.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

### Criterion 1. Vocational Education

Extensive experience in managing and delivering high quality vocational education services.

### Criterion 2. Leadership

- exemplifies best practice leadership behaviours
- values diversity and respects individuals
- builds a culture of psychological safety and improving practice

### Criterion 3. Shapes strategic thinking

- inspires a sense of purpose and direction
- encourages innovation and engages with risk
- thinks broadly and develops solutions

### Criterion 4. Achieves results with integrity

- develops organisational capacity to deliver results
- manages resources wisely and with probity
- progresses evidence-based policies and procedures
- shows sound judgment, is responsive, accountable and ethical

### Criterion 5. Fosters collaboration

- listens and communicates with influence
- engages effectively with stakeholders including the CIT Board
- builds and maintains key relationships

### Criterion 6. Exemplifies student, community and service focus

- understands, anticipates and evaluates student and community needs
- creates partnerships and co-operation
- works to improve outcomes

## About Executive Intelligence Group

**Executive Intelligence Group** is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Helen Innes on (02) 6232 2200**.

**Applications must be submitted through the Executive Intelligence Group website.**

## How to apply

**Executive Intelligence Group** has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

### Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to [admin@execintell.com.au](mailto:admin@execintell.com.au) to let us know. You are unable to withdraw your application directly from the website.

**We can be contacted on 02 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).**

### How to apply online:

2. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);

3. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
4. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
5. Read the information about applying and press 'Start';
6. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
7. From here you will be guided through an online application form;
8. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
9. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
10. Submit your application; and
11. You will receive an automatic email with a copy of your application.