Position Description

Position Title: **Chief Executive Officer Multicultural Council of Tasmania**

Classification: *Social, Community, Home Care and Disability Services Industry Award 2010* - Social and Community Services Employees stream

Salary: In accordance with the Award – SCHADS – Level 8

Conditions: Full Time (Fixed Term) - negotiable to the right candidate

Location: The Multicultural Hub, 65 Hopkins St, Moonah, Tasmania, 7009

Reports to: MCoT Board

Position Overview

About Us

The Multicultural Council of Tasmania (MCOT) is Tasmania's peak body representing the interests of culturally, linguistically, and religiously diverse communities. MCOT is a growing, not-for-profit, incorporated organisation with seven (7) part-time staff, an elected volunteer board, and a membership consisting of multicultural community organisations as well as individuals. MCOT is based in Hobart.

About the Role

Reporting directly to the Board of Directors, the CEO is a passionate advocate for multiculturalism and a visionary leader who thrives in challenging environments and inspires confidence and collaboration across cultural boundaries. With a proven record of leading diverse teams, the CEO demonstrates strong capacity in navigating the dynamics of a workforce of strong, assertive, multicultural professionals. The ideal candidate will possess exceptional intercultural communication skills, a strategic mindset to unite varied perspectives, and the ability to foster an inclusive environment that drives innovation and growth.

The CEO brings their strategic vision to enhance our role as the peak body for migrant and refugee communities in Tasmania. They lead the organisation to achieve our strategic objectives, as outlined in MCOT's Strategic Plan, and articulates our vision to key stakeholders, including our staff and members, government and community organisations, the private sector and the communities we serve.

The CEO is responsible for ensuring MCOT is well placed to work collaboratively across sectors, including community organisations, government, business, academia and the media.

The CEO brings a high level of understanding and experience in the community sector and government, with an understanding of not-for-profit governance. The CEO is an inclusive, consultative and supportive leader with excellent communication skills and a track record of building successful teams through strong people management skills and stakeholder engagement.

The CEO leads the strategic advocacy and policy development of the organisation. They draw on their considerable expertise and experience working with Tasmania's culturally diverse communities, and across all levels of government. They utilise their extensive networks and influence to progress MCOT's vision for a more culturally inclusive Tasmania.

Key Result Area

Strategic Direction & Leadership
Works collaboratively with the Board to develop and lead organisational strategies responding to sector changes and community needs.

Governance and Compliance
Strong understanding of corporate governance, legal, and regulatory frameworks relevant to not-for-profit organisations. Experience in working with Boards, ensuring compliance with funding agreements, and implementing policies that align with best practices and ethical standards.

Community Engagement and Advocacy
Demonstrated ability to represent the organisation at local, state, and national levels, along with a strong capacity to engage and connect with diverse communities through events and forums. Proven experience in navigating community dynamics with sensitivity, and in building strong relationships with government agencies, community groups, and stakeholders to advocate for the needs of the community.

People and Culture Leadership
Proven ability to build and lead high-performing teams with strong cultural awareness, fostering a positive and inclusive workplace culture. Experience in staff development, performance management, and ensuring diversity, equity, and inclusion within the organisation.

Financial Management and Sustainability
Experience in financial oversight, budgeting, and securing funding through grants,

sponsorships, and philanthropy. Ability to drive financial sustainability while ensuring responsible management of resources and transparent reporting.

Program Development and Impact Measurement
Experience in designing, implementing, and evaluating programs that align with community needs. Strong understanding of impact measurement, data analysis, and reporting to ensure accountability and continuous improvement.

Values and Conduct
Positively and constructively represents MCOT. Role model the Code of Conduct. Actively supports the vision, purpose and values.

Essential Selection Criteria

- Demonstrated leadership skills, with the capacity to inspire vision and passionately advocate for multiculturalism. Proven capacity to provide strategic direction that fosters innovation and collaboration, and cultural inclusivity.
- Excellent stakeholder management skills, with demonstrated success in engaging with community organisations, Government departments and agencies, and partner sectors to maintain and develop strategic partnerships and networks across all relevant sectors.
- Excellent oral and written communication and interpersonal skills including
  - intercultural communication ability and cultural intelligence
  - public speaking and engaging with media
  - ability to write compelling government correspondence to influence decision making and policy outcomes
- Demonstrated skills and experience in organisational management, including:
  - working effectively with and reporting to a Board of Directors.
  - strategic planning and the translation of broad strategic directions into practical actions that advances multiculturalism.
  - human resource management, including knowledge of, and adherence to, the principles and practices of equal employment opportunity, industrial democracy and occupational health and safety, and ability to implement these in a multicultural work environment.
- Demonstrated skills with an ability to lead, inspire and motivate diverse teams to achieve shared goals and foster a positive, inclusive, and high-performing organisational culture.
- Strong understanding of the policy and advocacy environment MCOT operates in
- Experience in identifying and securing funding opportunities, managing budgets responsibly, and ensuring compliance with statutory, funding, and governance requirements.

- Experience in developing, managing and maintaining high- level stakeholder relationships

Conditions

- Six-month probationary period
- Due to the nature of the organisation, the incumbent may be required to work outside of normal hours. This may include evenings and weekends. From time to time, other duties outside the scope of this position description may also be required in negotiation with the MCOT Chair representing the Board.
- Must have the right to work in Australia

Schedule 1

Item	Clause	Description
Item 1	Date of Commencement	TBC
Item 2	Position Title at commencement	Chief Executive Officer
Item 3	Industrial Agreement & Classification	*SCHADS Award 2010 – Level 8* *Full Time (Fixed Term) - negotiable to the right candidate*
Item 4	Reports to	Chairperson representing the Board
Item 5	Location of work	Primary location is 65 Hopkins St, Moonah TAS 7009, with periodic travel to the Launceston office and other state-wide travel as required
Item 6	Probation Period	Six (6) months
Item 7	Notice	Two (2) weeks during probation Six (6) weeks there after

Item 8	Position Status	Full Time Fixed Term - expiring as per Item 16
Item 9	Hours of Work	38 hours per week (negotiable)
Item 10	Remuneration	Dependent on experience
Item 11	Superannuation	Currently 11%, and adjusted in accordance with legislation
Item 12	Assets, Uniforms, Tools, Equipment	Laptop
Item 13	Penalties, Loadings, Allowances and Benefits (gross)	As defined in the *Award*
Item 14	Conditions Precedent	The employment is conditional upon the Employee holding and maintaining the following during the course of employment: • Valid working rights to obtain and maintain employment in Australia • C class drivers licence
		• Satisfactory Police Check • WWVP Card
Item 16	Term End Date	3 Years from date of commencement

Please note you may be required to perform other duties as reasonably directed from time to time to suit organisational requirements and which are broadly consistent with your role.