

Success Profile

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# Chief Executive Officer

Animal Welfare League, SA Inc.

November 2023

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## Online Advertisement

- Lead an iconic South Australian for-purpose organisation
- Fantastic opportunity to truly make a difference
- Committed and passionate team

Since their humble beginnings in 1964, Animal Welfare League (AWL) has grown into one of South Australia's leading animal welfare organisations. In their mission to connect pets, people and community, they find loving homes for vulnerable animals in need, reunite lost animals with their families and provide temporary shelter through their foster care program. AWL offer education and pet advice to the community to encourage responsible pet ownership, while their social enterprises provide integral support to South Australians looking for pet boarding facilities, pet cremation and memorial services, as well as community thrift shops.

Working closely with the Board, the Chief Executive's role is to provide high quality, compliant and sustainable outcomes for AWL. The imminent priorities for the Chief Executive include:

- Set the organisation up for the future – with the development and implementation of a new strategic plan, system improvement review, and governance /compliance assurance.
- Engage the hearts and minds of the team – by driving culture improvement initiatives, leading effective communication strategies, and demonstrating a passion for the cause
- Ensuring ongoing commercial success – by maximising revenue generating opportunities, engaging with external stakeholders and ensuring the ongoing profitability of the organisation.

To be successful in this role, you will be an experienced and successful executive leader who is able to demonstrate success in a for-purpose, commercial environment. You also understand that the people are the lifeblood of an organisation and you're able to adapt your leadership approach to a range of relevant stakeholders.

Be part of the incredible positive change that AWL provide for the South Australian pet owner community. Relish the opportunity to increase positive brand awareness of AWLs work, services and causes of support – truly making a difference to animals, to new and existing pet owners, and to the team of professionals and volunteers that make AWL the organisation it is today.

To apply, please upload your CV and cover letter. For any questions or a confidential discussion, please contact Jodi Walton on 0401 280 851 or Christopher Hughes on 0431 861 230 at Davidson.

## About the Animal Welfare League, SA Inc.

Since our humble beginnings in 1964, Animal Welfare League has grown into one of South Australia's leading animal welfare organisations. In our mission to connect pets, people, and community, we find loving homes for vulnerable animals in need, reunite lost animals with their families, and provide temporary shelter through our foster care program. We offer education and pet advice to the community to encourage responsible pet ownership and our social enterprises provide much-needed support to South Australians looking for pet boarding facilities and pet cremation and memorial services, as well as those on the lookout for a bargain at our Thrift Shops.

Fifty years on, AWL now has a brand-new Animal Care Centre at Wingfield with a dedicated cat adoption hub and best-practice vet facilities. This Australian first offers a fear-free experience for dogs and cats, allowing potential adopters the chance to get to know the pets in the most stress-free environment possible.

Our state-of-the-art pet crematorium hosts a series of single chamber units for animals of all sizes. At our facility in Edinburgh North, we work with councils to reunite lost and stray animals with their owners.

With the generous support of our volunteers, donors, and the wider public, AWL will continue bringing people and pets together for our community's wellbeing for years to come.



## Vison, Mission, and Beliefs

### Our Vision:

A South Australia where every pet has a loving home.

### Our Mission:

We connect pets, people, and community by:

- Connecting pets with safe and happy homes,
- Encouraging and supporting people to be informed and responsible pet owners, and
- Helping the community understand the value of owning a pet.

### Our Beliefs and Behaviours:

Create Opportunities	Show Compassion	Be Optimistic	Share Knowledge	Walk the Talk
Finding solutions to challenges	Listening, observing and offering support	Maintaining a positive outlook	Communicating openly and constructively	Being open, honest and professional
Being open minded to alternatives and new approaches	Being respectful	Focusing on what's possible and staying realistic	Using mistakes and feedback as an opportunity to learn	Being accountable for outcomes and actions
Striving to do better	Being empathetic by taking the time to understand others' points of view	Remaining calm and composed during challenging times	Seeking opportunities to develop our abilities and knowledge	Recognising and celebrating achievements



## The Board and Executive Leadership Team

### CHAIR

**Ms Katherine Bartolo FAPI CPV GAICD**

Valuer-General South Australia, Commercial and Legal, Department of Planning, Transport and Infrastructure

Year joined AWL Board: 2018

Member of the Animal Welfare Sub-Committee

### DEPUTY CHAIR

**Ms Penelope Moore BA (Hons) MBA DBA GAICD**

Director Accountability and Risk, Office of the Fair Work Ombudsman

Year joined AWL Board: 2023

Member of the Finance, Audit and Risk Sub-Committee

### BOARD MEMBERS

**Ms Michelle Williams MBA**

Year joined AWL Board: 2014

**Ms Cate Gaston BA**

Year joined AWL Board: 2016

**David Sanders FCA FGLF**

Year joined AWL Board: 2023

**Mr David Sanders FCA**

Year joined AWL Board: 2023

**Mr Hamish McLeay BCom (Mktg)**

Year joined AWL Board: 2023

**Ms Juliette Fletcher LLB GradCert Management, GradCert Compliance Management, GAICD**

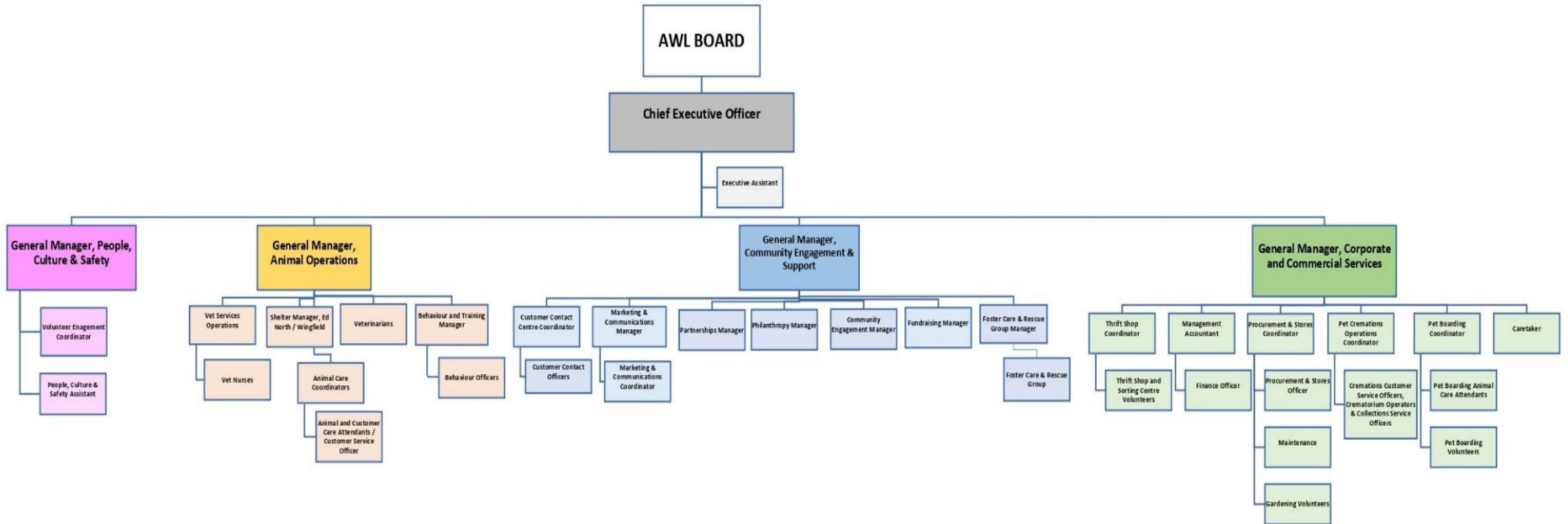
Year joined AWL Board: 2023

### Interim CEO

**Loewn Steel**

Loewn is the current Managing Director of Challenging Thinking and has led organisations such as KOJO and @radical.media through periods of significant change. Currently on the Board at ECH and Centennial Park, she brings practical, firsthand knowledge of the challenges faced by leaders and teams in today's fast-paced and constantly changing world.

# Organisational Chart



## Role Overview

<b>Position Title</b>	Chief Executive Officer
<b>Department</b>	Animal Welfare League of South Australia
<b>Reports To</b>	The Board, maintaining a close and direct relationship with the Executive Subcommittee and in particular the Chair.
<b>Direct Reports</b>	Up to 6 Direct Reports
<b>Tenure</b>	Ongoing – Full Time

## Position Purpose

The Chief Executive Officer (CEO) is responsible for the leadership and management of all matters operational to the Animal Welfare League of South Australia Inc. (AWL). The CEO will work collaboratively with the Board, members, employees and volunteers to ensure the highest quality outcomes relating to AWL's vision, values and core business.





## Key Responsibilities

### Finance and Administration

- Ensure the efficient management of the administration functions of AWL including financial accounting, asset management, IT systems and infrastructure, cyber security, records management and communications systems.
- Ensure that assets and income are managed in a manner that is consistent with budgeted allocations, established procedures and audit/legal requirements, and that the Board is kept fully apprised of the financial status of AWL through the preparation and distribution of timely financial reports.
- Ensure the financial soundness and propriety of transactions, insurances, capital projects etc.
- Ensure the commercial development and growth of AWL.
- Ensure that all contractual arrangements entered into on behalf of AWL are in the best interests and enhance the sustainability of AWL.

### People and Culture Management

- Develop and lead a collaborative, respectful and positive organisational culture.
- Ensure utilisation of contemporary human resources management practises with attention to workforce planning and review, including documented employment and volunteer practices.
- Ensure employee and volunteer compliance with operational policies and procedures.
- Ensure the timely review of employee performance.
- Ensure effective engagement and communication and consultation systems are in place.
- Ensure contemporary conflict resolution procedures are in place and understood by all employees and volunteers.
- Ensure the timely provision of training and development for employees and volunteers.
- Regularly undertake employee engagement surveys or similar measures to assess the level of engagement and the organisational culture.

### Planning and Strategic Development

- Ensure, in collaboration with the Board, the ongoing development and review of the Strategic Plan for AWL.
- Ensure the objectives of the Strategic Plan are met by developing key performance indicators (CEO, SMT and organisation) against which success may be measured.
- Ensure the Board receives high quality documentation, in a timely manner, thus enabling efficient and informed decision making.
- Oversee the ongoing development and implementation of the risk management framework.

### **Community and Public Relations**

- Ensure that services offered to, and on behalf of the Members, are consistent with the Values of AWL.
- Ensure that AWL maintains a high profile and a positive image with all tiers of government, other organisations, donors and the wider community.
- Ensure that best practise in customer service and public education remains a focus of continuous improvement.
- Represent AWL in a variety of public arenas and industry organisations, including broad media utilisation.
- Oversee the development and implementation of a stakeholder engagement program.

### **Work Health and Safety**

- Ensure that all WHS measures comply with relevant legislation.
- Ensure that WHS policies and procedures are adhered to at all times, and that employees and volunteers are supported in their efforts to do so.
- Ensure that adequate training and information is available to employees and volunteers to enable compliance with WHS policies and procedures.

### **Animal Welfare**

- Ensure AWL is constantly abreast of current best practise in companion animal care and takes a leadership role in matters relating to the welfare of pets.
- Animal Welfare League Australia (AWLA)
- Represent AWL as its Director on the Board of AWLA (ss required under the AWLA Constitution).

### **Other Responsibilities**

- Act as the Public Officer of AWL.
- Ensure compliance with relevant Codes of Practice, legal requirements, AWL's Constitution and other relevant legislation.



## The Ideal Candidate

### Leadership and Management

- Work in conjunction with the Board to ensure high quality, compliant and sustainable outcomes for AWL.
- Ensure contemporary management practises are utilised throughout the organisation, and to implement the Strategic Plan and Policy priorities, as established by the Board.
- Demonstrate self-awareness and high emotional intelligence to ensure the provision of contemporary leadership and support to employees and volunteers.
- Ensure that support and direction is provided to the Management Team in establishing/meeting operational objectives within established timeframes.
- Ensure the compliance of the organisation across all applicable legislation, Codes of Practice, other government policy etc.

### Skills and Personal Abilities

- A profound understanding of, and empathy with, the Vision, Mission, Values, and Core Business of AWL.
- Highly developed leadership skills.
- Effective human resource management skills.
- Highly developed organisational skills.
- High level skills in establishing effective working relationships with a wide range of organisations and people.
- Highly developed oral and written communication skills which facilitate ready understanding by a diversity of groups and individuals.
- Financial and physical resource management skills.
- Ability to motivate and inspire others.
- Ability to initiate and manage change.
- High level of emotional intelligence.

### Qualifications and Experience

- CEO or Senior Management experience in a complex service delivery organisation.
- Experience in implementing and evaluating an organisation's Strategic Plan.
- Experience in change, organisational culture and human resource management.
- Tertiary qualifications in Business Management, Organisation Development, Human Resource.
- Management, Change Management or other related fields will be highly regarded.
- Experience working within the Not-For-Profit Sector will be highly regarded.
- Experience working within the Animal Welfare industry and/or qualifications in veterinary science will be highly regarded, but not essential.
- Experience in business building in the commercial sector would be an advantage.
- Experience in capital asset management and asset renewal programs.

- Experience in a for purpose organisation would be an advantage as would experience with fund-raising and philanthropy.

### **Special Requirements**

- Additional hours may be required to meet business needs.
- A current driver's licence is required.
- Travel will be required across AWL sites and other locations.
- Satisfactory National Police Clearance Certificate / National Police Check (NPC) at commencement of employment and periodically at the request of AWL

### **WHS and Compliance**

All managers and employees of AWL are to:

- Comply with AWL's organisational policies, procedures, guidelines and applicable legislative requirements including but not limited to Fair Work Act 2009 and Work Health and Safety Act 2012.
- At all times act and comply with reporting obligations arising from legislation, professional conduct standards including the Code of Code for AWL and organisational policies, procedures and guidelines.
- Take appropriate steps to protect themselves from risks to health and safety and to make sure they do not cause risk to others through any act or omission. In particular, the incumbent must:
  - Report accidents, injuries, property damage and health and safety incidents.
  - Use equipment provided to protect health and safety.
  - Follow reasonable instructions given on health and safety.
  - Ensure they are not affected by alcohol or drugs so as to not endanger themselves or others.
- Understand and follow the requirements of confidentiality and facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in AWL personal achievement and development processes.
- Participate in training and development activities as specified by AWL including those associated with workplace health and safety.



## What Does Success Look Like?

As a manager or supervisor of individuals you will be required to:

### **Safety Leadership**

Lead positive safety attitudes and behaviours and communicate consistently about the pre-eminent importance of safety.

### **Strategic Thinking and Direction**

Commit to AWL's vision, mission and beliefs, and understand, contribute to and align work/priorities to business strategies.

### **Commercial Acumen**

Understand key business drivers and the marketplace. Be able to anticipate trends and seek to broaden own knowledge.

### **Working Across Boundaries**

Know your own impact, able to persuade others and build alliances and model effective workplace collaboration.

### **Accountability**

Define and track performance to achieve goals, whilst driving a culture of innovation, creativity and 'can-do'.

### **Leadership and Self-Management**

Facilitate involvement and team effectiveness and share a compelling vision whilst giving guidance, feedback and encouraging development. Able to respond calmly and manage stress, operating with honesty and integrity.



## For More Information

To apply for this role, upload a Resume and Cover Letter via our website or email below. For a confidential discussion please contact:



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ADELAIDE BRISBANE MELBOURNE SYDNEY

The logo for Davidson, featuring the word "Davidson" in a white, sans-serif font. A small orange square is positioned above the letter 'i'.

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