



**EXECUTIVE GENERAL MANAGER
CORPORATE AFFAIRS AND PEOPLE**

JOB & PERSON SPECIFICATION

NOVEMBER 2024

Position Details

Position Title:	Executive General Manager Corporate Affairs and People
Reports to:	MD and CEO

Position Purpose

Key member of the ANI Executive Leadership Team (ELT) with responsibility for Corporate Affairs, Public Affairs and People and Culture in support of the achievement of organisational goals.

Duties and Responsibilities

Corporate and Public Affairs

- 1.1 Build and maintain strategic relationships across all of ANI's key stakeholder groups, including the Australian Submarine Agency (ASA), the Naval Shipbuilding and Sustainment Group within the Department of Defence (NSSG), the Department of Finance, the SA State Government, the Port Adelaide and Enfield Council, various community organisations and indigenous groups.
- 1.2 Represent ANI in consultations and negotiations with key external stakeholders.
- 1.3 Create and communicate a favourable public image for ANI, including the existing operations together with the Nuclear Powered Submarine Construction Yard (NPSCY) project (in conjunction with the ASA)
- 1.4 Provide leadership and direction to the design and delivery of ANI's NPSCY community consultation programs in support of regulatory approvals and licensing (in conjunction with the ASA).
- 1.5 Manage ANI's external communications, including website and social media presence to ensure that appropriate information and messaging is disseminated in a deliberate manner.
- 1.6 Manage ANI's media relations (as required, and in conjunction with key stakeholder groups including the ASA and NSSG).
- 1.7 Manage ANI's internal communications to facilitate employee engagement objectives.
- 1.8 Oversee the day to day management of ANI's project and corporate office in the Adelaide CBD, including managing ANI's relationship with the landlord.
- 1.9 Lead the progression of ANI's Reconciliation Action Plan processes including coordinating the internal working group and delivering positive outcomes.
- 1.10 Provide leadership to the formulation of ANI's Environment, Social and Governance (ESG) framework, strategies and reporting to ensure that ANI's practices and performance on sustainability and ethical issues meets with shareholder and community expectations and industry best practices.

People and Culture

- 1.11 Provide leadership and direction to the human resources function and deliver programs, strategies, policies and plans to support business needs.
- 1.12 Ensure that ANI's HR framework complies with statutory requirements and applicable government policy.
- 1.13 Provide timely, strategic, expert and authoritative advice to the CEO and other members of the ELT on the full range of people, performance and culture matters.
- 1.14 Develop, manage and maintain productive relationships with the ELT and Senior Leadership Team (SLT) to deliver insights and identify opportunities and challenges across the organisation.
- 1.15 Develop and execute appropriate human resources strategies, including succession planning, talent management, performance management, change management and organisational development.
- 1.16 Develop and maintain productive relationships with external service providers, other GBEs and related organisations.

Qualifications, skills, experience and personal attributes

1. Australian citizenship and otherwise eligible to gain and maintain an NV1 security clearance and other clearances required for a Defence related facility.
2. Strong leadership and management qualities.
3. Strong and clear communication skills.
4. Proven ability to negotiate to successful and balanced outcomes in a range of settings.
5. Strong facilitation skills with a record of achieving results through others.
6. Proven role model in personal drive, probity and delivering results.
7. Sound analytical, strategic thinking and problem solving capacity.
8. Capacity to deal with emotionally charged situations in a respectful and professional manner.
9. Strong interest in developing self and others, aligned with ANI's values.
10. Proven role model in organisational cultural development.
11. Demonstrates resilience in the face of difficult situations and maintains a sustained effort to achieve results.
12. Appropriate qualifications in a relevant field.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.