

POSITION DESCRIPTION | CEO and Founder

Date: DD/MM/YY

Review Date: DD/MM/YY

POSITION OVERVIEW

Role Title: CEO and Founder

Employment Type: Full-time

Salary Package Details: \$X plus 9.5% superannuation contributions

Location: Sydney, NSW

POSITION SUMMARY

The Founder and CEO is the entrepreneurial leader of The Entourage. They set the vision for the business and are ultimately responsible for the achievement of that vision through the inspiration, guidance and cultural leadership of The Entourage.

TEAM AND REPORTING STRUCTURE

Reports to the Board of Directors.

KEY RELATIONSHIPS

Stakeholder	Frequency	What?
Board of Directors	Monthly	Monthly board meetings to discuss

	Meetings	business performance, strategic priorities, future strategies, challenges/opportunities etc.
General Manager	Weekly	General manager is under the direct management of the CEO and Founder and will meet weekly for business updates, team updates, escalations, performance etc.
Leadership Team	Ad Hoc	CEO and Founder provides cultural leadership, direction and training
All team members	Ad Hoc	CEO and Founder provides cultural leadership, direction and training

RESPONSIBILITIES AND DUTIES

- Set the company vision, mission and values and provide leadership, internally and externally toward their fulfilment
- Lead the development of organisational strategy
- Be the face and figurehead of the business
- Have a deep empathy for the marketplace, understanding where it is going and what customers are going to want
- Research and develop new ideas for product development
- Develop breakthrough ideas and solve the big problems
- Establish and maintain key external relationships
- Initiate and close strategic partnerships and big deals
- Provide direct management to the General Manager
- Provide cultural leadership, direction and training to the team
- Deep dive into areas of the business that require attention

- Hold a birds eye view of the company and industry, connecting the dots
 - Chair the monthly Board meeting
 - Review and approve the monthly Board Report
 - Be a role model for effective and positive leadership by:
 - Bringing the company Vision and Mission to life
 - Demonstrating the company Values in action
 - Breathing passion and excitement into the business
 - Maintain a positive approach to business using appropriate conduct and a responsible and professional manner consistent with the standards expected by The Entourage and its clients at all times. This also includes maintaining a professional and business-like standard of personal presentation.
 - A commitment to Equal Opportunity - The Entourage is an Equal Employment Opportunity Employer and is committed to ensuring a workplace free of discrimination and harassment. This commitment is based on the need to ensure our company complies with Equal Opportunity laws. Ensuring that discrimination and harassment does not occur in the workplace is the responsibility of all employees.
 - A commitment to Occupational Health and Safety - The responsibility of Occupational Health and Safety in the workplace lies with all employees. This includes conducting yourself in a safe manner and not putting yourself and others at risk, as well as complying with the company's requirements in relation to OH&S. All employees also have a duty to ensure that additional company policies are observed and practiced.
 - Follow/adhere to all lawful and reasonable instructions and requests as directed by your Manager or delegate. This includes upholding policies and procedures set by The Entourage.
-

SCOPE AND LIMITS IN AUTHORITY

Broad decision-making authority but also responsive to the Board of Directors.

KEY COMPETENCIES

- Leading a high performance, high output team
- Big-picture perspective and thinking
- Market opportunity identification
- Idea generation and innovation
- Researching and initiating new offerings
- Ability to inspiring others towards a vision
- Cultural leadership
- External and strategic relationship management

QUALIFICATIONS

Industry specific qualification seen favourably but not essential.

KEY PERFORMANCE INDICATORS AND PERFORMANCE

- Progress toward the fulfilment of the vision and mission of the company
- Financial and strategic growth of the business
- Profitability of the business
- Shareholder returns.

There may be reasonable duties in addition to those listed in this position description.

I have read and understand all of the above.

Signature

Print Name

Date

Witness Signature

Print Name

Date

