

Assessment Criteria:

Chief Executive (CEO) / Managing Director (MD) [ANZSCO 111111]

Basis of assessment

The Australia and New Zealand Standard Classification of Occupations (ANZSCO) is the basis for the assessment of applicants' qualifications and experience required to perform specific jobs and what the tasks are that the applicant is expected to have performed in that occupation.

The Country Education Profiles (CEP) prepared by the Australian Government Department of Education are the basis for any educational assessment.

Years of experience

Applicants must meet certain employment requirements depending on their educational background and the occupation being assessed.

If an applicant holds a Bachelor's or Master's degree that is highly relevant to the occupation being assessed and comparable to an equivalent AQF qualification, the applicant must demonstrate employment experience:

- in a senior management role for at least three years; **plus**
- in the role as CEO/MD for at least two years.

If an applicant does not hold a bachelor's or Master's degree that is highly relevant to the occupation being assessed and comparable to an equivalent AQF qualification, the applicant must demonstrate employment experience:

- in a senior management role for at least five years; **plus**
- in the role as CEO/MD for at least two years.

Currency of industry skills

To demonstrate currency of skills and industry knowledge, applicants will need to provide evidence of at least **one-year** full-time (or part-time equivalent) paid employment relevant to the occupation being assessed in the past **five years**.

Position Description/ Responsibilities

CEOs/MDs determine, formulate and review the general policy program and the overall direction of an organisation within the framework established by a board of directors or similar governing body.

The applicant's employment experience as CEO/MD must be consistent with the tasks outlined in the ANZSCO code:

- determining objectives, strategies, policies and programs for organisations
- providing overall direction and management to organisations
- authorising material, human and financial resources to implement organisational policies and programs
- monitoring and evaluating performance of organisations against organisational objectives and strategies
- consulting with senior subordinate staff and reviewing recommendations and reports
- preparing, or arranging for the preparation of, reports, budgets and forecasts and presenting them to governing bodies
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- selecting, or approving the selection of senior staff
- ensuring the organisation complies with company laws and other relevant legislation

Specialisations/alternative Titles:

- Director-General
- Executive Director
- Secretary (Government Department)

Position and reporting lines

Dependent on the size of the organisation, business or geographical structure:

- The CEO/MD position held by the applicant must be the **most senior position** in your organisation.
- The applicant is expected to have reported to the Board of Directors, the Head of the organisation or equivalent; and
- The applicant is expected to have directed senior managerial staff in charge of main functions and/or departments.

Type of organisation

To be assessed as an CEO/MD for migration purposes, the size and complexity of the organisation will influence the assessment.

It is **unlikely** that employment within an organisation with a total staff of less than 50 employees would support employment experience at the required level.

Management & Leadership

The applicant must demonstrate management and leadership experience by referring to the IML Management Competency Framework on the next page and selecting one competence from each of the three areas:

1. Manage self
2. Manage and lead others
3. Manage and lead the business.

Applicants are encouraged to use the STAR method (Situation, Task, Action, and Result) to provide a specific example from their professional experience that demonstrates the competencies selected. The written response for each competency should be 500 words or less and should focus on:

- The specific situation or task that required the use of the competencies
- The actions taken by the applicant to manage and lead in the situation
- The results achieved as a result of those actions
- Reflection on what the applicant learned from the experience



IML MANAGEMENT COMPETENCY FRAMEWORK

34 CORE COMPETENCIES



- Manage personal and professional development
- Manage time and priorities
- Communicate effectively
- Develop and maintain your professional networks
- Foster Emotional Intelligence and resilience
- Cultivate business acumen – Seeing the bigger picture
- Develop creative and innovative thinking
- Develop decision-making and problem-solving

- Provide leadership across the organisation
- Develop and implement your organisation's vision, values and culture
- Facilitate and manage innovation, change and continuous improvement
- Manage operational and strategic plans
- Provide governance
- Manage financial resources
- Manage human resources
- Promote equality of opportunity, diversity and inclusion
- Manage physical and technical resources
- Manage information and knowledge
- Manage business operations and projects
- Manage procurement
- Manage sales and marketing
- Manage customer service
- Manage quality and performance

- Lead your team and area of responsibility
- Develop individuals
- Provide coaching and mentoring
- Develop high performing teams
- Delegate effectively
- Develop and sustain collaborative internal and external relationships
- Manage people performance
- Manage conflict
- Recruit, select, induct and retain people
- Develop influence and negotiation skills
- Manage and value diversity