

POSITION DESCRIPTION

SECTION A: Position Context

Position Title	Chief Executive Officer (CEO) of Swinburne Innovation Malaysia (SWIM)
Position Grade	DIR
Category	Managerial Level
Campus / Unit	Swinburne Innovation Malaysia Sdn. Bhd. (SWIM)
Term of Appointment	Fixed-term appointment
Effective Date	January 2025

Position Purpose

Swinburne Innovation Malaysia Sdn. Bhd. (SWIM) is a wholly owned subsidiary of Swinburne University of Technology Sarawak Campus established to elevate Swinburne Sarawak's training and consultancy portfolio and therefore creating positive impact for the community that the University serves.

The CEO of SWIM is responsible for ensuring that:

1. SWIM effectively harnesses the University know-how, from talents to good practices, in order to generate positive impact for the community and industry; and
2. SWIM has to be financially viable and profitable at substantial scale.

Participation on Committees

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Supervision Reporting Relationships

<u>This position's</u> supervisor/manager	Board of Directors, SWIM
Other positions reporting to <u>this position</u>	Staff within SWIM

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> • Provide leadership and management of all SWIM activities whilst operating as a subsidiary company. • Oversee the total operations of SWIM including improvements in systems and processes. • Develop, update and implement relevant policies on consultancy and industrial training for SWIM consistent with Swinburne Sarawak. • Establish appropriate annual Key Performance Indicators (KPIs) for SWIM in conjunction with Swinburne Sarawak. • Develop and manage a budget for SWIM. • Ensure SWIM's and the University's interests of training and consultancy projects are protected at all times. • Manage to ensure timely reporting system to the Board and management. • Lead in building a culture of customer service in all activities and liaisons with both internal and external contacts. • Manage HR requirements and effective deployment of staff to meet operational needs. • Mentor and support staff development activities of SWIM staff. • Ensure effective annual performance appraisals of staff and staff performance goals and development plans are appropriate.
2.	CONSULTANCY AND TRAINING	<ul style="list-style-type: none"> • Develop, update and implement relevant policies on consultancy and the training business for SWIM in conjunction with Swinburne Sarawak. • Establish appropriate annual consultancy Key Performance Indicators (KPIs) in conjunction with the Board of Directors. • Develop and implement strategies for conducting successful consultancy projects. • Build networks and maintain good relations with industry partners and customers.
3.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Facilitate the establishment and promotion of OHSMS policy and objectives to enhance the effectiveness of OHSMS through directing the execution of OHSMS improvement plans as well as ensuring the implementation of a safe work system and adequate provision of resources to fulfil OHS requirements and objectives.
4.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
5.	OTHER DUTIES	Any other duties as assigned by the SWIM Board of Directors.

SECTION C: Key Selection Criteria

Application letters and / or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	Excellent academic, research and professional qualifications appropriate to appointment at Associate Professorial level or above, including a PhD from a recognised Malaysian or overseas institution of higher learning or equivalent qualifications.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	At least five (5) years of work experience in a training and consultancy management, with experience in leading large group of talents with multi-million annual budget.	Essential
2.	Excellent strategic, analytical and conceptual skills, together with the proven ability to devise and implement strategic plans in a complex organisational environment.	Essential
3.	Proven ability to effectively manage significant human, physical and financial resources in a devolved management structure.	Essential
4.	Demonstrated ability to work in a team environment and establish a co-operative approach with other senior members of the organisation.	Essential
5.	Proven high level interpersonal and communication skills with demonstrated ability to foster good relationships with all constituencies within an organisation, with industry, governments and the community.	Essential
6.	Ability to deliver outcomes to industry and undertake entrepreneurial initiatives and commercialisation of projects.	Essential
7.	Ability to work constructively with the business communities beyond SWIM and SUTS and engage with government, industry, the professions and the community.	Essential
8.	Demonstrated experience in dealing with ethics, plagiarism and intellectual property issues.	Preferable

Applications:

The application must also include a **separate document addressing each applicable element of the Key Selection Criteria** (as listed in Section C above).