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## The EIT Contingency and Succession Plan

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### 1.0 Purpose

The purpose of the contingency plan is to formulate a strategy should the CEO/ Dean of Engineering become incapacitated for a period of three weeks or longer due to an unexpected illness or accident. A wider issue is to consider the plan for replacement of the leader and appointment of his/her successor. Within EIT we have thousands of students including students on all accredited courses and short courses who would be impacted by the incapacitation of the Dean of Engineering. These students would need to be maintained to the requisite standards. In addition, the staff of EIT will need to be managed and reassured so that staffing numbers are maintained. The instructors associated with EIT will also be managed to ensure that all courses are delivered to the requisite standards.

### 2.0 Scope

This policy applies to all members of the Institute's higher education community. The EIT Contingency and Succession Plan is relevant for all members of the EIT Governance Board, the EIT Academic Board and all EIT staff and students.

### 3.0 Objectives

The Plan has been developed in response to a request by the EIT Governance Board as they deemed a plan was required to ensure that the day to day business operations of EIT are not negatively affected by an incapacitation or loss of the CEO/ Dean of Engineering for



a period of three weeks or longer. This document sets out a framework as to how EIT plans to manage the business should this situation arise.

#### **4.0 Implementation**

##### **Immediate action taken due to the incapacitation of the Dean of Engineering**

Should the CEO/ Dean of Engineering become incapacitated for a period of three weeks or longer, the Chair of the Governance Board, is to be immediately informed by either the College Manager/E-Learning Manager or the In-House Training Manager.

The Chair of the Governance Board is to immediately take over the overall management of the business and act as the CEO. The Chair of the Governance Board is to immediately inform the overseas offices including South Africa, USA, India and the UK.

A formal management committee will also be formed consisting of the Chair of the Governance Board, College Manager/E-learning Manager, and the In-House Training Manager. This management committee is to make decisions on day-to-day business operations in order to minimise the affects of the incapacitation of the CEO. The management committee will also be supported by the Deputy Dean for day-to-day management tasks.

The management committee is to meet regularly in the first few weeks of the incapacitation to ensure that business operations continue and then, as business operations normalise, to meet at frequent intervals as required.

The Chair of the Academic Board will undertake oversight of academic matters under the role of the Dean of Engineering, that will be carried out by the Deputy Dean. The Chair of the Governance Board and the Chair of the Academic Board will monitor the workload of the Deputy Dean in the interim period, and make any further decisions deemed necessary to uphold academic leadership responsibilities, depending on the circumstances and length of absence of the Dean. The Chair of the Academic Board is qualified to undertake or advise on matters pertaining to the role of the Dean.

EIT has sufficient cash reserves and assets (over \$700,000) to continue operation and key person insurance is unlikely to be required.

##### **5.0 Action taken for appointment of successor**

A systematic plan of action will be required to appoint a successor to the CEO and provide ongoing leadership to the college. This may be as the result of incapacitation, death or simply sudden resignation of the current CEO.

A recruitment campaign will be conducted under the supervision of the Chair of the Governance board with the following characteristics:

- The advertisement for a CEO is defined in the Appendix A. This should be considered by the Chair and revised as he deems fit.
- The optimum recruitment channel to be used would be [www.seek.com.au](http://www.seek.com.au) (the largest recruitment site in Australia).
- A period of two to three months should be budgeted to find a suitable candidate.



- From commencement of search to commencement of employment of the suitable candidate, a period of four to five months should be anticipated.
- The appropriate level of compensation will be decided by the Chair of the Governance Board in conjunction with the Governance Board. It should be based between that of the current CEO and College Manager.

The Chair of the Governance Board and the College Manager (also referred to as E-Learning Manager) will provide the necessary training to the CEO-designate.

### **6.0 Accountabilities**

The Governance Board is responsible for review and approval of this policy every 12 months.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's community via the website and other publications.



## Appendix A

### General Manager

- ◆ Successful and Entrepreneurial College
- ◆ High Technology Engineering Training and Education College
- ◆ Extraordinarily challenging international focus
- ◆ Extremely Rewarding Job Making a Real Contribution to People

This is an engineering education (eit.edu.au) with over two decades of growth with activities in conferences, publishing, face-to-face training in over 12 countries and online engineering education providing diplomas and degrees to students from over 72 countries. The growth in recent years has been underpinned by a unique online technique of education for engineering technicians, technologists and engineers.

Specific products and services comprise engineering conferences / classroom based training throughout the world / online college providing certificates, diplomas, bachelor and master degrees and publishing in most countries in the world.

There are dramatic changes occurring in engineering education throughout the world with a strong movement towards online global provision (ranging from MOOCs to prestigious universities) with accreditation by overseas agencies (particularly in the USA and UK) becoming especially important. Currently there is somewhat of a disconnect between universities and colleges in offering affordable job-oriented education and a weakness in the vocational type courses. The EIT is at the forefront of these changes and aims to address these opportunities. The current CEO is required to spend more time developing specific projects and is looking for someone with considerably more energy and drive to keep the company vigorously developing.

The General Manager's abilities would initially be tested over the first year with a range of business development projects and then into a more traditional general manager's role. You would be measured on a day-to-day basis with real results required.

You would preferably need an advanced degree in engineering (with a PhD highly regarded) and an enthusiasm for and a wide knowledge of engineering and industry on a global basis with a passion for education. You would need to be comfortable working with a range of engineering disciplines such as electrical, mechanical, chemical, civil and electronics engineering and be familiar with a range of trends across all fields of industry.

You would have a strong track record in business development and work in such areas as marketing (using the web – SEO and SEM, direct mail, telemarketing and email).

The General Manager would have an extremely high level of energy and be prepared to travel extensively. This is not a job for the faint hearted but requiring a seriously dedicated high level performer who is prepared to work long hours in achieving strong results. Candidates will need to demonstrate a strong track record of results and in developing and leading highly successful teams, and embracing and driving client services and sales.

Personal characteristics essential to the success of this role are: self-assuredness with a willingness to learn, quick in learning new skills and approaches, persistence, enthusiasm,



drive and a passion for nurturing and developing staff members. This role is extremely challenging and requires the ability to consistently adapt, embrace and drive innovation with above average intelligence and business prowess. Grit in dealing with and overcoming adversity is critical. A sense of humour is essential.

Salary would be on a base rate supplemented with a commission structure with results being rewarded.

The initial responsibilities would be:

- ◆ Build business revenue in new markets
- ◆ Development of new products and services
- ◆ Implementation of an agreed business plan
- ◆ Assistance with overall management.
- ◆ Work with current CEO in day-to-day management

The medium term responsibilities would be (after 4 months):

- ◆ Manage the day-to-day business
- ◆ Manage and drive overseas offices and partners
- ◆ Ensure compliance with accreditation and educational requirements
- ◆ Drive growth in revenue of 30% pa.
- ◆ Mentoring and development of passionate, enthusiastic and driven team members to greater success.
- ◆ Attract, identify, recruit, develop the best.
- ◆ Develop the existing infrastructure and processes for change and growth
- ◆ Successfully introduce innovative products and services and improvements to the business (marketing and education).

This is a great opportunity with an interesting business and as such will appeal to someone who genuinely wants to make a difference and add real value to engineering and technology education on a global basis.

Only candidates with a demonstrated (i.e. with real evidence) record of a high level of success should apply

Candidates in the first instance should contact Lisa Chisari [lisa.chisari@idc-online.com](mailto:lisa.chisari@idc-online.com) indicating the background, skills, qualifications, remuneration requirements and why they believe they would be good candidates and a specific evidence-based track record of building revenue by setting up similar companies or activities.