

[Museums Australia]

Western Australia POSITION DESCRIPTION

SECTION 1: SUMMARY

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| TITLE: | Executive Officer |
| FTE/Days | 0.6 FTE |
| CLASSIFICATION/LEVEL: | \$38.00 per hour based on 45 hours per fortnight |
| EFFECTIVE DATE OF DOCUMENT: | As soon as practical after 1 July 2018 |
| ROLE PURPOSE: | The Executive Officer has overall management responsibility for the MGWA branch team, delivering the goals and outcomes of the Business and Strategic Plan including advocacy, sector development, professional development and sustainability of the organisation. |

SECTION 2: REPORTING RELATIONSHIPS

The Executive Officer reports to the State Committee of the MGAWA branch

SECTION 3: OBJECTIVES

- Overall responsibility for the development and delivery of the annual Business Plan and three year Strategic Plan.
- Governance including risk management, policies and processes, legal and constitutional compliance.
- Advocacy on behalf of the sector to government, other lobby groups, corporate sector etc.
- Build and develop strong and effective partnership relationships with other providers to the sector.
- Pursue alternative funding sources for ongoing operations and programs of the association.

SECTION 4: STATEMENT OF DUTIES

- Management of staff resources, including allocation of duties, performance management, staff development.
- Financial management of the branch including budgeting, cash flow management, reporting to the board, grant applications and acquittals.
- Build collaborative working relationships with other organisations within the sector.
- Manage relationships with key stakeholders.
- Advocacy to government, media etc, including media releases and promotional activities.

- Development and delivery of the training project.
- Seek opportunities to implement projects which showcase and/or develop the sector.
- Prepare briefing papers, discussion papers, reports etc.
- Maintain and improve branch resources and infrastructure including premises, equipment and systems to efficiently support the activities of the branch.
- Secretariat to the State Committee.
- Participate in National Council working parties or committees where required.
- The appointment will require periodic interstate travel and afterhours and weekend travel and duties intra-state

SECTION 5: SELECTION CRITERIA

Essential:

1. Demonstrated ability to provide strategic, business and financial planning leadership;
2. Demonstrated project management skills including managing multiple projects and programs with limited resources;
3. Excellent oral and written communication skills and abilities, including negotiation and relationship management;
4. Proven successful stakeholder management;
5. Demonstrated experience in developing and managing a budget;
6. Demonstrated ability to identify funding and partnership opportunities and in completing successful funding applications and acquittals;
7. Demonstrated knowledge of the culture, arts or heritage sectors;
8. Demonstrated ability to lead a small team;
9. Tertiary qualification in a relevant field or demonstrable experience;

Desirable:

10. Experience in working with and engaging volunteers;
11. Demonstration of advanced computer literacy including social media platforms; and
12. Possession of a current "C" Class drivers license.