

## **POSITION DESCRIPTION**

**JOB TITLE: Executive Officer**

**JOB TYPE: Full Time – 1 FTE**

**SUPERVISOR/MANAGER: President**

### **ROLE PURPOSE:**

The purpose of this position is to lead the Association through provision of a range of high level executive, secretariat, and program direction and management including providing strategic leadership and funds development. This position is responsible for implementing strategies to support the achievement of the organisation's strategic and operational objectives, ensuring strong governance, legal compliance and financial sustainability.

### **MAIN DUTIES/RESPONSIBILITIES:**

To achieve this purpose, the position holder would typically

- Oversee an effective organisational structure that delivers the strategic objectives of the Association
- Operate as a secretariat to the Executive, Council, and Council Committees to enable the delivery of the Strategic Plan
- Ensure the implementation of Council's Succession Planning
- Manage a high performing staff team including managing annual performance reviews in line with performance plans for each staff member
- Ensure continuation of a strong governance model
- Deliver in collaboration with Council our 2022 – 2026 Strategic Plan reporting on Key Performance Indicators
- Create and report against a Monitoring Evaluation and Learning Framework
- Implement a financial budgeting and reporting framework
- Oversee effective compliance and quality control
- Deliver in collaboration with Council an Internal Policy Framework, communicate policies to stakeholders and ensure compliance with policies
- Review Professional Learning against our Logic Model
- Ensure effective event management processes
- Oversee development of Reconciliation Action Plan
- Build a sustainable business
- Oversee marketing and communications activities
- Increase revenue generation
- Establish philanthropic, government and corporate partnerships
- Manage cyber safety and data security for the members

- Position the Association as a leader in Science Education
- Facilitate Council in the monitoring, research and analysis of trends in Science Pedagogy and engage Council in conversation and position setting
- Establish and manage stakeholder relationships
- Engage the Association in relevant policy debates
- Engage the Association with Media on issues pertinent to science education
- Oversee the delivery of Professional Learning Activities and lead innovation in this area.

## **SKILLS & EXPERIENCE**

To achieve the position purpose and outcomes the position holder will need to have:

### **Qualifications:**

- Relevant tertiary qualifications

### **Skills and Experience:**

#### **Essential**

- Excellent leadership, people management, time management and administration skills
- Demonstrable experience with financial management and funds development
- Experience with marketing, social and digital media communications and publicity
- Experience and or knowledge of political engagement
- Strong oral and written communication skills
- Excellent interpersonal skills and ability to develop consultative and collegial relationships with the members of STANSW and stakeholders
- Ability to work effectively and collaboratively within a Not-For-Profit Environment
- Effective proof reading and attention to detail

#### **Desirable**

- Experience with reporting to and preparing reports for a Council or Board
- Advanced skills in the full suite of MS Office and an ability to learn and develop skills in software applicable to the position requirements
- Software skills in iMIS and Xero