

POSITION DESCRIPTION

POSITION TITLE:	Executive Officer
POSITION STATUS:	Part-time, 2-year contract, 30 hours per week
REPORTING ARRANGEMENTS:	This position reports directly to the President of the Local Government Professional Tasmania Board of Directors
LOCATION:	TBA (Variable)
SPECIAL CONDITIONS:	A current driver's license is essential and intrastate and interstate travel (with overnight stays) will be required. Working hours will be flexible and will be as reasonably required to undertake the full duties and responsibilities of the role.
SALARY AND BENEFITS:	Salary will be commensurate with experience, in the range of \$70,000-\$80,000 pro rata. Superannuation is paid at 10%.

KEY RESPONSIBILITIES

Work with the Board to ensure that Local Government Professionals Tasmania is well governed and sustainable.

- Manage the finances, resources and operations of LG Professionals Tasmania in an effective and efficient manner to achieve the Board's strategic objectives.
- Ensure all decisions arising from Board and Board sub-committee meetings are put into effect promptly within resource constraints.
- Organise and provide executive support, to the Board and Board sub-committee meetings, and attend meetings as required.
- Assist the Board with the development, review, and implementation of LG Professionals Tasmania's strategic framework, including the strategic plan, annual operational plans, budgets and policies, and provide regular reports to the Board of the performance of the same.
- Facilitate informed decision making by the Board and Board sub-committees by researching and preparing reports and recommendations on issues of significance to Local Government and LG Professionals Tasmania.

- Research and develop innovative alternative funding sources and business ventures appropriate to LG Professionals Tasmania’s strategic objectives.

Ensure Local Government Professionals Tasmania remains a member focused organisation.

- Develop and implement strategies to promote and increase membership of the Association.
- Oversee the development, design and delivery of LG Professionals Tasmania communications, networking and professional development activities including the annual conference.
- Ensure the effective delivery of high-quality member services, including programs and activities that meet the professional development needs of members.
- Ensure the production of a comprehensive range of communication and information services for members, including but not limited to: -
 - Email Newsletter
 - LG Professionals Website
 - Annual Report
 - Social media platforms
 - Promotional materials
- Promote and support LG Professionals Tasmania State Branch functions and activities, ensuring each Branch is visited regularly (at least annually wherever possible).

Assist the Board in fixing Local Government Professionals Tasmania as a valued and respected voice in Local Government.

- Establish positive working relationships and represent and promote LG Professionals Tasmania and its members’ interests with key stakeholders, including Local Government Association of Tasmania; State and Commonwealth Government politicians and departments; other professional associations; and sponsors.
- Liaise with National Office and other State Divisions and attend National meetings and conferences as required.
- Actively liaise with current sponsors maintaining positive relationships and reinforcing value of sponsorship.
- Actively seek out new organisational sponsors to increase revenue base and member benefits
- Explore potential alliances through sector agencies, service providers and other professional associations including LG Pro Vic with a view to enhance member benefits and potential cost efficiencies for program delivery.

POSITION’S AUTHORITY

Whilst ultimately accountable to the Board, the Executive Officer reports to, and is subject to direction of, the President as deemed necessary to clarify or supplement the Board’s direction.

Within the context of LG Professionals Tasmania’s strategic direction, policies and relevant legislation, the Executive Officer has the authority to take such actions necessary for the good management of the organisation.

KNOWLEDGE AND EXPERIENCE AND SKILLS

- Sound knowledge and understanding of Local Government and the political, legislative and organisational environment in which LG Professionals Tasmania operates (or the ability to rapidly acquire such).
- Demonstrated capacity to strengthen the position of LG Professionals Tasmania and Local Government in the State and national context, by building positive working relationships with key stakeholders and influencing outcomes through representation, lobbying and negotiation.
- Management experience at a senior level, including strategic planning and budgeting and day to day operational management of financial and other resources.
- Experience in overseeing the delivery of events and related marketing and communication skills as well as the ability to deliver on projects, seek sponsorship/funding and engage member attendance.
- High levels of initiative and self-discipline
- Ability to think strategically, creatively and deliver on projects which shape the organisation to be a modern enterprise.

QUALIFICATIONS

Desirable - Tertiary degree in a relevant discipline.

Current Driver's License

OTHER INFORMATION

- This position is located in Tasmania with the exact day-to-day location to be negotiated with the incumbent.
- There is an expectation of frequent travel within Tasmania and occasionally interstate. Sometimes overnight.
- Working hours will be flexible and will be as reasonably required to undertake the full duties and responsibilities of the role.