



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Executive Officer
<b>POSITION STATUS:</b>	Part-time, 2-year contract, 3 days (22.5 hours) per fortnight.
<b>REPORTING ARRANGEMENTS:</b>	This position reports directly to the President of the Local Government Professional Tasmania Board of Directors
<b>LOCATION:</b>	TBA (Variable)
<b>SPECIAL CONDITIONS:</b>	A current driver's license <b>is essential</b> . Intrastate travel is required to attend Board and occasional branch meetings. Some overnight stays may be required. Working hours will be flexible and will be as reasonably required to undertake the full duties and responsibilities of the role. The Executive Officer will be required to attend the Annual Tasmanian Conference.
<b>SALARY AND BENEFITS:</b>	Salary is \$85,000 pro rata plus super. Superannuation is paid at 10.5%.

## POSITION OBJECTIVE

To lead and support LG Professionals Tasmania and the Board in effectively and efficiently delivering on the strategic plan and governance functions.

## 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.

- Liaise with National Office and other State Divisions and, by mutual agreement with the Board, attend National meetings if required.
- Oversee the Finance Officer (works remotely)

### **Ensure Local Government Professionals Tasmania remains a member focused organisation.**

- Develop and implement strategies to promote and increase membership of the Association.
- Manage the contract related to delivery of LG Professionals Tasmania communications, networking and professional development activities including the annual conference and act as liaison between the Board and the event delivery agent.
- With input from the event delivery agent, ensure communication and information to members, including but not limited to: -
  - Email Newsletter
  - LG Professionals Website
  - Annual Report
  - Social media platforms
  - Promotional materials
- 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.

This position oversees the Finance Officer and any contractual arrangements, such as those which relate to Events Delivery.

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).
- Experience at a senior level in strategic planning, budgeting and day today operational management of financial and other resources.
- Experience and/or training in Board governance.
- Demonstrated capacity to build positive working relationships with key stakeholders.

- Excellent communication skills, including written communications.
- High levels of initiative and self-discipline.

## **QUALIFICATIONS**

Desirable - Tertiary degree in a relevant discipline.

Current Driver's License

## **OTHER INFORMATION**

- This position is suited to working from home and on that basis applicants across mainland Tasmania are welcome. A laptop and other reasonable equipment will be provided for working from home. Office based accommodation will be explored if that is a preference of the successful candidate but there may be limitations on where that is based.
- There is an expectation of 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.