



POSITION DESCRIPTION

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| POSITION TITLE: | Executive Officer |
| POSITION STATUS: | Full -time, 2-year contract. |
| REPORTING ARRANGEMENTS: | This position reports directly to the President of the Local Government Professional Tasmania Board of Directors |
| LOCATION: | Anywhere in the state of Tasmania |
| SPECIAL CONDITIONS: | A current driver's licence is essential . Intrastate travel is required to attend Board and branch meetings. Some overnight stays may be required. The Executive Officer will be required to attend the Annual Tasmanian Conference. |
| SALARY AND BENEFITS: | Salary is \$100,000 to \$110,000 plus Super |

POSITION OBJECTIVE

To lead and support Local Government 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 other State Divisions and, by mutual agreement with the Board.
- Oversee the Finance Officer and the delivery of Special Interest Groups, Emerging leaders Program, Introduction to Local Government Program and the Annual Conference.

Ensure Local Government Professionals Tasmania remains a member focused organisation.

- Promote membership and develop and implement policies and strategies to promote and increase membership of the Association.
- Manage the Wild Apricot membership platform.
- Manage LG Professionals Tasmania communications, networking and professional development activities including the annual conference.
- 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 associations in other States 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.

Within the context of LG Professionals Tasmania's strategic direction, policies and relevant legislation, the Executive Officer has the authority to make the decisions necessary for the good management of the organisation.

SELECTION CRITERIA

- 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).
- Experience at a senior level in strategic planning, budgeting and day to day 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.
- High level of initiative and self-discipline.
- Demonstrated experience in Communications
- Demonstrated experience in growing membership in a membership based organisation.

QUALIFICATIONS

Desirable - Tertiary degree in a relevant discipline.

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.
- There is an expectation of travel within Tasmania.

HOW TO APPLY

- Applicants for this position should submit a statement against the selection criteria not exceeding 1 000 words and a resume to Kristen.desmond@wtc.tas.gov.au. Applications should be submitted no later than 5:00pm on 22 November 2024.