

Position Description – TSA Executive Officer

Job title:	TSA Executive Officer	Job category:	Management/Administration
Location:	Bentleigh, Victoria	Travel required:	Local and some Interstate
Position type:	Full-time/salaried with a six-month probationary period	Level/salary range:	Package – to be negotiated
HR contact:	Mr Mark Herrmann	Date posted:	22 June 2018
Further enquiries:	(03) 9557 6713	Posting expires:	20 July 2018
Position reports to:	TSA Regional Head and Regional Council		
Position supported by:	Regional Council members and TSAL Board directors, Administration staff, Focus Group leaders, External Contractors, TSA Members and volunteers		
Applications accepted by:			
E-mail: mark@templesociety.org.au Subject Line: Attention: Mark Herrmann – TSA Executive Officer Position		Mail: Mr Mark Herrmann, Regional Head Temple Society Australia 152 Tucker Road, Bentleigh VIC 3204	
Job description			
<p>Overview</p> <p>The Temple Society Australia (TSA) is an independent Progressive Christian community based in Melbourne. Our vision is a more just, compassionate world in harmony with our environment, achieved through community connections. The values of trust, acceptance and respect are the cornerstones of our community.</p> <p>The TSA is governed by its Regional Council, comprised of elected, volunteer TSA Members, with its assets vested in the Temple Society Australia Limited (TSAL), a not-for-profit company limited by guarantee. The company's members are the Regional Council, which appoints the company's Board directors. The Regional Council sets the overall policies and priorities for the TSA, providing direction to the Executive Officer.</p> <p>The position of Executive Officer represents a prime managerial and leadership function within the TSA, acting as a central communication point for a variety of stakeholders, such as TSA Members, staff, Focus and Interest Groups, Council members and Board directors, Elders, members of the public, statutory authorities, suppliers and contractors.</p> <p>The role is varied, challenging and that of a strategic leader, who ensures the organisation is run in line with its stated purpose, aims and obligations towards the membership, the public and the relevant governmental and statutory requirements of the region.</p> <p>It is expected that the incumbent will innovate and further improve current organisational processes and practices to enhance services and control costs.</p> <p>An important part of the position includes involvement at after-hours Council, Board and committee meetings, as well as attendance at various community functions, for which time-in-lieu may be claimed. Clear, open and honest communication is essential in following Council/Board direction and implementing Council/Board decisions.</p> <p>Role and responsibilities</p> <p>The Executive Officer shall, with the support of an administration team, be responsible for all facets of the following key task areas (with indicative time proportions):</p> <ul style="list-style-type: none"> • Communications (36%) • Computer Systems (2%) • Facilities Management and Procurement (5%) 			

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- Finance / Accounting (8%)
- Human Resources and Project Management (23%)
- Membership (18%)
- Records & Procedures Management (2%)
- Statutory / Regulatory Compliance (2%)
- General administration tasks, including the role of Secretary at Council and Board meetings (4%)

The role is that of a comprehensive and highly competent administrator, who establishes strategic processes, makes operational decisions, sets clear goals and oversees the overall management and progress of the TSA. The Executive Officer will provide ideas, direction, relevant information, advice and recommendations to the organisation consistent with its stated objectives. As such, it is not expected that the incumbent will necessarily be involved in all day-to-day operational tasks, but rather ensure that set duties are completed effectively and efficiently, with all due skill, care and attention, in full and on time. Excellent judgement, assertiveness, knowledge, intelligence, tact and a sense of urgency are considered vital for this role.

The Executive Officer's **key responsibilities/tasks** include, but are not limited to, the following:

- Manage the day-to-day operations of the TSA, including the effective management of staff, finances, service agreements and contracts;
- Implement decisions and recommendations made by Regional Council and the TSAL Board directors;
- Oversee the coordination, networking and communication of the organisation;
- Develop, coordinate and maintain policy strategies, in keeping abreast of advances in the not-for-profit community sector as relevant to the TSA;
- Conduct research and analysis within the organisation through the preparation of briefing/discussion papers and attendance/participation in various forums;
- Oversee all funded projects, accountabilities and work plans to funding bodies;
- Formally account to the executive committees at regular meetings on the general and financial performance of the TSA/TSAL, including outlining any risks;
- Enhance the TSA's financial basis through securing ongoing and project funding from investments, government and other sources and work to improve the long-term financial viability of the TSA;
- Achieve balanced budgets;
- Coordinate key financial and statutory responsibilities including annual reports and audits;
- Oversee and manage the TSA/TSAL AGMs;
- Achieve a sustained increase in TSA membership;
- Service the executive committees;
- Oversee the implementation of the TSA Strategic Plan;
- Liaise and consult with government and non-government bodies and other stakeholders;
- In consultation with the Regional Head, undertake appropriate representation of the TSA at a range of meetings and forums;
- Develop and maintain good working relationships and effective communication with the Regional Head, all members of the Regional Council and TSAL Board directors, staff and TSA Members;
- Ensure that there is effective, timely and courteous communications with staff;
- Undertake annual performance appraisals of all TSA employees and oversee recruitment, employment, training and retention of staff;
- Advance TSA interests and maintain a positive profile for the TSA.

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Qualifications, experience and education requirements

The Executive Officer shall be able to demonstrate relevant competence and experience for the key responsibilities and tasks listed above. Tertiary qualifications in one or more of Business Administration & Leadership, Facilities/Project Management and Accounting or equivalent experience are desirable. This will ideally be supported by extensive practice in managing a not-for-profit, membership-based, community organisation.

Required skills and experience

- Effective time management
- Basic accounting qualification/experience including payroll
- Business level writing / Communication experience/qualification
- Sufficient IT experience to run a small office network
- Procurement experience
- Organisational project management experience
- Facilities management qualification/experience
- Not-for-profit management / Governance experience
- Human resources / People management experience including OH&S/WorkCover knowledge

Key Selection Criteria

- Demonstrated management and leadership skills;
- Proven financial administration experience;
- Highly developed written and oral communication skills;
- Highly developed interpersonal skills;
- Demonstrated capacity to sensitively handle complex issues;
- Ability to meet strict timeframes;
- Strong administrative experience;
- Strong work ethic;
- Proficient in Microsoft Office.

Application Process

Written applications including a cover letter, resume and names and details of three referees close at 5.00pm on **Friday, 20 July, 2018**. Applications should be marked private and confidential and sent (by mail or email) according to the panel details on the first page.

Reviewed by:		Date:	
Approved by:		Date:	
Last updated by:		Date/time:	