



Government of South Australia
Office for Recreation and Sport



POSITION DESCRIPTION

EXECUTIVE OFFICER

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| Reports to | Board Chairman, Walking SA |
| Job Type | Permanent, part time |
| Salary | \$30,000 per annum, for approximately 20 hour week; plus superannuation |

Primary purpose / Summary of role:

The Executive Officer's primary role is to:

- grow, lead and coordinate the activities of Walking SA to facilitate the achievement of Walking SA's mission, aims and objectives for the benefit of members
- advocate and represent Walking SA to the broader walking community, including the general public, all levels of government and other key stakeholders.
- bring drive and energy to all that we do

The Executive Officer is the senior salaried officer of Walking SA, who:

- Works in partnership with the Board to ensure effective and efficient operation of the organisation;
- Develops and implements strategies for the continued growth of the organisation
- Ensures that Walking SA meets all statutory and related obligations for reporting and advice in accordance with relevant legislation and resolution of the Board;
- Works to ensure effective procurement processes, and the management and delivery of Walking SA's programs and services;
- Provides a client focussed service to the members of Walking SA, in line with the organisation's Strategic Plan;
- Manages other staff and volunteers on a day-to-day basis.

KEY RESPONSIBILITIES

Strategic and operational

- Implement Walking SA's strategic direction in accordance with the Mission Statement, Constitution and Strategic Plan;
- Plan, develop and manage Walking SA's core business, financial and physical resources to ensure efficient and effective day-to-day operations of the organisation;
- Plan, develop and manage Walking SA's business activities

Relationship with the Board

- Provide timely and comprehensive information to the Board to ensure decisions are made transparently and efficiently;
- Provide all necessary preparation and support for Board meetings to ensure that they are carried out efficiently and effectively;
- Implement decisions and resolutions of the Board;
- Develop, implement and review organisational policies.

Planning and Reporting

- Prepare, facilitate adoption, implement and evaluate Walking SA's Strategic Plan and Business Plans;
- Prepare reports against the Strategic Plan and Business Plans at periods agreed by the Board;
- Prepare an Annual Report for members.
- Prepare reports as required by funding bodies

Finance

- Develop, manage and report expenditure against annual operating and capital budgets in conjunction with the Treasurer and related responsible persons;
- Identify opportunities to secure financial support from external agencies and prepare submissions and funding proposals to such agencies or organisations;
- Prepare and provide regular and ad hoc financial reports, individual project or Account lines, and other information in accordance with the requirements of the Board, in conjunction with the Treasurer and related responsible persons;
- Facilitate Annual Audits and undertake the annual reporting requirements of the Office of Consumer and Business Affairs.

Marketing

- Plan, develop and implement an effective broad-based program designed to promote Walking SA.
- Provide ongoing maintenance of the Walking SA website, including the coordination of advertising on the website

Human Resource Management

- Promote a safe, positive working environment, including training and working with volunteers;
- Plan, develop and manage a volunteer program.

General

- The Executive Officer is the Responsible Officer under the *Work Health and Safety Act 2012*.

Qualifications

- A relevant tertiary qualification is valued.
- Experience in securing funding, managing multiple-agency projects and working in the not-for-profit sector is highly regarded.

Skill Base

- Leadership, management and financial skills;
- Highly motivated and able to manage workloads effectively;
- Highly developed oral and written communication skills;
- Problem-solving attitude and a commitment to generate workable, practical solutions;
- Team player and commitment to a collaborative working approach;
- Sound interpersonal, negotiation and liaison skills;
- Willingness to lead change;
- Well-developed research, information-sourcing and analytical skills;
- Computer literacy;
- Understanding of government processes to ensure the effectiveness of Walking SA in all aspects of interaction;

and

- A broad understanding of, and commitment to, all aspects of walking and the factors influencing opportunities for walking.

Key performance measures

- Walking SA is seen as the peak body for walking in South Australia;
- Walking SA continues to grow as an organisation with a range of income sources
- Stakeholders recognise Walking SA as an organisation that operates with professionalism, integrity
- Membership continues to grow
- Walking SA achieves the outcomes set out in the Strategic Plan