



## Position Description Chief Executive Officer

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<b>TITLE:</b>	Chief Executive Officer
<b>LOCATION:</b>	Negotiable, preferably in Launceston
<b>REPORTS TO:</b>	President Bowls Tasmania
<b>INITIAL PERIOD OF APPOINTMENT:</b>	3 Year Contract
<b>SALARY:</b>	To Be Negotiated
<b>EMPLOYMENT TYPE:</b>	Full Time

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### **DIMENSIONS**

Number of reports (direct and indirect): 1-2 Direct + sub-contractors

Budget responsibility: Bowls Tasmania's Operational Budget

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### **PURPOSE OF ROLE**

- To effectively and efficiently manage the operational functions and delivery of the operational requirements of the strategic plan of Bowls Tasmania.
- To be innovative and create practical project plans for the expansion and development of Bowls in Tasmania.
- To provide support and guidance to the President and Board.
- To provide effective and efficient communication to stakeholders from Bowls Tasmania.
- Understanding of roles and responsibilities as per the constitution of Bowls Tasmania, including but not limited to the public officer role.

### **KEY AREAS OF RESPONSIBILITY**

- To manage governance requirements of Bowls Tasmania.
- To manage the operational functions in the delivery of the strategic plan.

## **KEY OUTCOMES**

### **1. To manage the governance requirements of Bowls Tasmania**

#### **BOARD**

- To provide and manage administrative support to the President and Board.
- To ensure all relevant job descriptions for all volunteers including board and sub committees are developed and maintained.
- To execute the administration of Board meetings, including the preparation of agenda and board papers, in the time frame directed by the Board.
- Prepare an operational report to the Board for each meeting. Coordinate logistics for Board Directors as required,
- Ensure accurate minutes from all Board meetings are available in a timely manner.
- Monitor and manage ongoing actions created from board meetings.
- Managing and scheduling the timely review of policies.

#### **COMMITTEES**

- To provide administrative support for all committees.
- Ensure the committees are operating within their terms of reference.

#### **REGIONAL CONSULTATIVE COMMITTEE**

- Coordinate the meeting requirements for Regional consultative Committee meetings and the Annual General Meeting/Special General Meeting.
- Coordinate the notice of meetings and statutory requirements for these meetings.
- Coordinate the logistics for delegates to attend the meetings.

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### **2. To manage the Bowls Tasmania front office.**

- To provide outstanding customer service to all customers of BowlsTasmania.
- Answering phone calls and emails in a timely manner.
- Maintaining office equipment including, but not limited to, phones, computers, photocopiers, stationery.
- To manage the ongoing maintenance and development the database and website.
- Manage the information flow, (paper and electronic) internal and general correspondence, reports and similar material and develop and maintain appropriate filing and tracking systems.
- Manage staff or trainees employed to assist Bowls Tasmania to fulfil their duties.
- Efficiently and effectively manage human resources through leadership and by formulating, and implementing sound HR processes, Occupational health and safety and including conducting staff reviews.

**3. To actively manage the annual budget of Bowls Tasmania**

- Ensure all customers are invoiced in a timely manner.
  - Ensure all customers have paid within a timely manner.
  - Manage the budgets allocated to sub committees and special projects.
  - Assist BT Treasurer in compiling financial reporting as required.
  - Ensure the development and implementation of annual business plans including operational budget and marketing plans.
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**4. To outwork innovative solutions for the strategy developed and prioritised by the board in the following areas:**

**PARTICIPATION**

- To deliver and develop initiatives to increase bowls participation.
- To undertake RBM appraisals with Bowls Australia.
- To actively promote coaching and officiating education
- To ensure the register of coaches and officials is maintained.

**HIGH PERFORMANCE**

- To deliver and develop initiatives to increase bowls participation.
- To ensure the compliance with the high performance plan.
- To manage the appraisal of the State Coach's, managers and selectors performance and activities in compliance with the JD.
- To manage the logistics for the state teams including, but not limited to, flights, accommodation and uniforms.
- To develop and manage the relationship with the TIS.
- To manage the relationship between Bowls Tasmania and the National Training Centre (NTC) Coach.

**EVENTS**

- To oversee and coordinate all events where Bowls Tasmania is the controlling body, including State and National events.
- To coordinate the compilation a yearly calendar of events.

**COMMERCIAL DEVELOPMENT**

- Actively seek sponsorship and commercial opportunities to improve Bowls Tasmania's financial position.
- Manage relationships with new and existing sponsors, ensuring deliverables are achieved.
- To manage the use and support of the Bowls Australia whole of Sport IT System within Tasmania.
- Actively manage the applications and opportunities for government grants.

## **LEADERSHIP & GOVERNANCE**

- Work in conjunction with Sport & Recreation Tasmania to achieve positive outcomes in governance and facilities for clubs.
  - Develop good governance practices for Bowls Tasmania and share this information with bowls organisations in Tasmania.
  - Identify, establish and maintain relationships with other professional/community organisations in Tasmania.
  - Identify, establish and maintain liaison with Professional organisations, Community groups and Government agencies.
  - Work in conjunction with BA to *Grow the Sport of Bowls*.
  - Represent Bowls Tasmania and actively participate at Bowls Australia meetings.
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## **COMMUNICATIONS**

- Develop and execute a communications plan.
  - To communicate board resolutions and public information to key stakeholders.
  - Create media opportunities to promote the sport of bowls.
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## **SELECTION CRITERIA**

### **KNOWLEDGE, SKILLS & BEHAVIOURS REQUIRED**

#### **Essential**

- High level communication skills – both verbal and written
- Outstanding Customer service skills.
- Ability to work independently with minimal supervision.
- Exceptional administrative and organisation skills.
- Exceptional IT skills (Word, Excel, PowerPoint).
- Proven ability to manage multiple projects.
- Advanced interpersonal skills.
- Outstanding presentation skills.
- Leadership skills and the ability to develop a small team of employees and volunteers.
- An understanding of the functions of an operational Board
- Driver's licence
- Possession of, or willing to obtain, Tasmanian Working with Vulnerable People certification

#### **Desirable**

- Tertiary qualification in a relevant field.
- Experience in sports management
- An Understanding of the sport of bowls, including by not limited to the laws of the sport, championship structures and competitions is highly desirable.

**MAJOR INTERACTIONS**

- President and Board Directors;
  - Members (including districts, clubs and individual members);
  - Prospective Members;
  - Sport & Recreation Tasmania;
  - Tasmanian Institute of Sport (TIS);
  - Bowls Australia;
  - STA counterparts;
  - Suppliers;
  - Sponsors.
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**UNIQUE CRITERIA** (e.g. unique work hours, significant travel, significant periods of work remote from office)

- Travel throughout Tasmania is regularly required, including during weekends and on public holidays
- Periods of interstate travel to meet with Bowls Australia and STAs.
- Probation Period of 6 months.