

A Career that **CHANGES LIVES**



POSITION DESCRIPTION

Executive Director, Gladstone Region Engaging in Action Together (GRT) - SM Office of the Vice-Chancellor and President

You will:

Be a passionate, visionary, dynamic leader who can inspire the courage to challenge the status quo, and the creativity to dream big to change entrenched norms. Role model the confidence and humility required to lead from behind, in enabling community-led work, while ensuring community voice is heard to understand the stories behind the statistics. You will serve as a public ambassador for the Gladstone Region within state and national networks and forums, to amplify the place-based work where commonalities present with other communities, by representing local needs, while contributing to and leveraging broader advocacy and change efforts.

Reporting to the GRT Leadership Group and Associate Vice-President (Gladstone and Wide Bay Burnett Regions) of CQUniversity, you will guide the GRT Leadership Group and Backbone Team in strategic positioning aligned to GRT's principles and collective impact methodology, while maintaining community as the lead voice. Provide strategic guidance to operational planning for reliable delivery of community-identified actions, while maintaining visibility of the landscape, for adaptability to respond to changing socio-economic environments.

You will enable the Operations Manager to facilitate internal and external operations, including maintaining and growing transparency trust and momentum, high leverage activity and a high-performing team.

You are responsible for:

Facilitating Strategic Direction:

- Maintaining understanding of the current environment including changing socio-economic, social challenges, broader societal trends and global escalations.
- Enabling the Leadership Group in all aspects of their role including identification and prioritisation of need, development of strategy, positioning, partnerships and setting parameters of the work.
- Supporting GRT's Auspice in their accountabilities and collaborate to achieve mutual benefit, including regular monitoring and evaluation of joint goals.

Financial Management, Resourcing & Revenue:

- Maintaining responsibility for resourcing cost projections and revenue sourcing, GRT budget, length of contract forecasting, reporting of income and expenditure and funding acquittal.
- Enabling the Backbone Team to manage operational financial accountabilities including budget management, utilising short-term forecasting for planned or potential activity, and accurate and timely reporting on progress against budget.

- Enabling the Operations Manager and Backbone Team to deliver operational activities including:
 - Resourcing to ensure the efficient delivery of project accountabilities and commitments.
 - Creating a learning and continuous improvement environment.
 - Maintaining and growing strategic and intentional excellent stakeholder relationships and diverse cross-sector collaboration and participation by inspiring collective action and momentum without formal authority.
 - Maintaining and growing GRT's identity as a respected, neutral convener among local stakeholders.
 - Project delivery on commitments and meet outcomes of the GRT Theory of Change and Gladstone Region Wellbeing Action Plan.
 - Facilitating strategies and partnerships to drive transformative change in the region.
 - Developing communications to ensure all stakeholders receive timely and appropriate information maintaining and capturing of outcomes against measurement framework indicators to support reporting requirements.
 - Identifying and managing risk and opportunities in response to variances, trends, anticipated changes or identified improvements.
 - Reporting against community identified measures to track progress towards identified wellbeing indicators, and outcomes of Action Plan.
 - Providing sufficient evidence, through qualitative and quantitative reporting and case studies that the way of working is enabling priority outcomes at a local state and national level.
 - Maintaining, improving and developing appropriate systems to enable operational effectiveness and efficiencies.
 - Data-driven decision-making and ensuring that data is collected, integrated, and communicated with integrity, including population, community and individual level data and explained and validated by community voice.

As a supervisor you are responsible for:

- Providing mentoring, guidance and career planning for your staff and ensuring staff have access to appropriate professional development activities.
- Undertaking probationary and performance management processes ensuring you have regular conversations with your staff and provide real-time, positive and constructive feedback to empower staff to continually improve and enhance staff and team performance.
- Understanding your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- Allocating and monitoring workload and address associated issues in a timely manner.
- Ensuring new staff participate in the university's induction program and providing a localised work area orientation.
- Developing mechanisms to promote staff recognition.

SELECTION CRITERIA

Knowledge and Education	Skills and Experience
Essential Familiarity with Australian and Queensland social sector networks and political environments. Desirable • Familiarity with first nations communities and history within the Australian or local context. • Familiarity with Australian and Queensland social sector networks and political environments. • Community development, social change or collective impact experience. • Formal qualification in social policy, human rights, political science, business or related field.	Essential • Commitment to the vision and values of GRT and to act in the best interests of the Gladstone Region community at all times. • At least 5-10 years of relevant work experience, including at least 3 years enabling high performing teams in a fast-paced environment. • A collective impact mindset and the presence to inspire confidence, passion and accountability in both internal and external audiences in this endeavour. • Advanced strategy and planning skills, including an ability to think strategically on both organisational and systemic levels over multi-year horizons. • Strong facilitation and presentation skills before multiple types of audiences. • Strong data acumen and ability to oversee complex shared-measurement systems. • Experience with complex project management and stakeholder management. • Existing relationships with, or ability to build authentic relationships with, diverse, cross-sector and high-profile stakeholders at a local, regional, state and national level. • Comfort with ambiguity and ability to thrive in a fluid, innovative environment. • Ability to navigate systems and see the broader context and landscape of change elements including within political, philanthropic and commercial environments. • Willingness to participate in the work and extend beyond formal responsibilities based on the needs of the work. • Partnership building and funding attraction experience. • Experience working within or with Government and knowledge of legislative and funding cycles and processes. • Experience managing multiple and complex budgets and financial management systems.
Critical capabilities	Motivational and Job Fit Factors
Achieves results • Be forward thinking and responsive to change. Engages and connects • Capitalises on differences and diversity and differing perspectives. Personal drive and integrity • Acts as a professional role model for colleagues, set high personal goals and take pride in their achievement. Shapes the future • Drives the strategic priorities of the University and inspires a shared vision for its future.	This position would suit someone who gains job satisfaction from: • Diversity in the workforce. • Collaborating and cooperating with other departments to achieve positive business outcomes. • Continuously improving and exploring new ways to do their job successfully. • Striving to understand and meet customer expectations and satisfaction. • Building strong professional networks and developing and maintaining working relationships with others that requires interaction and mutual support.

Communicates with influence

- Works collaboratively to develop communication strategies and mechanisms which ensure that important messages are cascaded in a consistent, clear and timely way across the University and externally.
- Challenging the status quo and achieving breakthrough advances.

OTHER JOB REQUIREMENTS

- Travel within the Gladstone Region Local Government Area.
- Travel interstate regularly.
- Flexibility to work outside of standard work hours.