



Dear Applicant,

GENERAL MANAGER POSITION

Thank you for your interest in the position of General Manager. Please find attached a copy of the Position Profile and Selection Criteria which you must address in your application.

Country Arts WA is an independent not-for-profit organisation with a proud and nationally recognised track record of supporting arts activities in regional WA through arts development and performing arts touring initiatives.

The General Manager of Country Arts WA must be collaborative and self-motivated and have demonstrated business acumen including strong financial skills. They will work closely with the Board, CEO, staff and stakeholders and must have excellent leadership and team-building skills. The General Manager is second-in-command and will work closely with the CEO to implement Country Arts WA's new vision and strategic plan.

YOUR APPLICATION MUST INCLUDE:

- *A statement that addresses each of the selection criteria separately (no more than half a page each).*
- *Names, contact numbers and positions of two recent referees related to your professional work.*
- *A copy of your resume, outlining relevant employment history.*
- *Your business and after hours contact details.*

Applications can be lodged by mail, email or delivered by hand but must be received by 4pm on Friday 18 September 2009.

For enquiries about this position please email info@countryartswa.asn.au or phone 08 9200 6200 or regional freecall 1800 811 883.

A handwritten signature in black ink, appearing to read "Jessica Machin".

Jessica Machin
Chief Executive Officer



POSITION PROFILE

GENERAL MANAGER

1. POSITION BACKGROUND

The General Manager is a full-time position financed through core funding from the Department of Culture and the Arts, normally based at the King Street Arts Centre but requiring some inter and intra state travel.

2. POSITION DETAIL

Position title:.....General Manager
Location:King Street Arts Centre, Perth
Hours:.....Full time, 37.5 hours per week
Performance assessment:.....Following an initial six months, then annually
Reports to:Chief Executive Officer
Direct reporting staff:.....(6) Manager-Performing Arts Touring, Regional Arts Development Manager, Operations Manager, Operations Assistant, Communications Officer and Regional Arts Development Officer (Focus Region)
Indirect reporting staff(7) includes 2 contract staff.
Position salary range:.....\$75,000 - \$85,000 per annum (at January 2009)
Superannuation:.....9% of gross salary fully contributed by Country Arts WA
Other benefits:A salary sacrifice option is available
Position profile last updatedSeptember 2009

Specific terms and conditions of service are detailed in the formal and binding contract of employment that is signed by the Staff Member and Chair of the Country Arts (WA) Inc. Board of Management

3. SUMMARY OF THE BROAD PURPOSE OF THE POSITION IN RELATION TO THE ORGANISATION'S GOALS (its expected outcome and how it is achieved).

The General Manager of Country Arts WA must be collaborative and self-motivated and have demonstrated business acumen including strong financial skills. They will work closely with the Board, CEO, staff and stakeholders and must have excellent leadership and team building skills. The General Manager is second-in-command and will work closely with the CEO to implement Country Arts WA's new vision and strategic plan.

4. FUNCTION OF THE POSITION

To ensure the smooth functioning of the organisation through the effective provision of:

- Overall control of programs to meet the organisation's objectives
- Management and strategic direction of reporting staff managers
- Management of organisational human resources, industrial relations and staff issues
- Support and back up to the Chief Executive Officer

- Effective representation and promotion of the organisation and its goals to all stakeholders

5. RESPONSIBILITIES

5.1 Overall Control of Programs to meet the Organisation's Objectives

- Responsible for the effective implementation of programs in line with the approved business plan.
- Responsible for the management and direction of day to day operations and decision making on matters arising in Finance, Regional Arts Development, Focus Region and Performing Arts Touring in consultation with the CEO.
- Manage planning, allocation and achievement of annual budgets.
- Responsible for the annual auditing process.
- Manage the timely and accurate reporting to key funding bodies including: WA Department of Culture and the Arts, the Department of Environment, Water, Heritage and the Arts, Development Commissions and the Australia Council.
- Responsible for accurate, accessible and timely record keeping, administrative processes, payments and reports to funding bodies and supporters.
- Manage the arrangements, smooth running and provision of timely and accurate working and financial papers for the Board, Annual General Meetings, Finance Sub-Committee, Fundraising Sub-Committee meetings and other working party meetings.

5.2 Management and Strategic Direction of Reporting Staff

- Supervise the effective performance of the Manager - Performing Arts Touring, Regional Arts Development Manager, Communications Officer, Operations Manager, Operations Assistant and Regional Arts Development Officer (Focus Region) and Accountant (non-staff).
- Build operational cohesion and linked service delivery across and throughout the staff structure.
- Ensure that all conditions, outcome expectations and reporting requirements relevant to the Department of Culture and the Arts (state), Department of the Environment, Water, Heritage and the Arts (DEWHA) and the Gascoyne Development Commission are achieved.
- Ensure that all conditions, outcome expectations and reporting requirements of all other funding from government agencies and sponsors are achieved.
- Place work experience students or casual administrative staff with appropriate managers.

5.3 Management of Organisational Human Resources, Industrial Relations and Staff Issues

- Responsible for providing an effective process of staff recruitment, selection, appointment, contract, induction and training.
- Perform annual staff appraisals of direct reporting staff and be responsible for managing the appraisal process for all other staff.
- Responsible for staff salary/benefits recommendations to the Chief Executive Officer and Board.
- Responsible for occupational health and safety issues and risk management planning.
- Responsible for professional development planning for all staff.
- Develop and review human resources policies as required.
- Develop and review industrial relations policies as required.
- Maintain and review the Policy and Procedures Manual and update as required.

5.4 Support and Back Up to Chief Executive Officer

- Support the effective functioning of the Board and Chief Executive Officer through the provision of appropriate, accurate and timely information and advice.
- Ensure that the Board and Chief Executive Officer are made aware of the requirements of the Association's Constitution where relevant to issues under discussion.
- Provide input to the group strategic planning process and business plan development.
- Deputise for the Chief Executive Officer as required to represent the organisation.

5.5 Promotion of the Organisation

- Promote the work, reputation and success stories of Country Arts WA at every contact opportunity with all stakeholders including community groups, individuals, government, organisations, institutions and private enterprise.
- Promote the community and personal benefits of engagement with culture and the arts at every contact opportunity with all stakeholders including community groups, individuals, government, organisations, institutions and private enterprise.
- Appropriately portray and uphold the mission, values and standards of Country Arts WA at all times when representing the organisation.
- Development of professional effective working relationships with all involved stakeholders.
- Manage and be engaged with the marketing, communications and publications output of the organisation where appropriate to ensure the building of the organisation's brand.

5.6 Special Projects

- Manage any special projects as required (eg. State and National Arts Conferences etc)

6. PERFORMANCE MEASURES

6.1 All Staff

- Meets all critical deadlines including funding applications, acquittal reports to funding bodies, tour schedules and field trip itineraries
- Meets non-critical deadlines 90% of the time. e.g. newsletter copy, written correspondence addressed within four working days, phone/emails addressed within two working days, all work documents – paper and email – filed within two working weeks of receipt
- Captures contact details of regional groups and individuals during all field trips generating at least five per trip.
- Has identified and undertaken at least one relevant professional development opportunity.
- Maintains the confidence of the Chief Executive Officer, the Executive Committee and the Board.

6.2 Position Specific

- Successfully achieves all objectives set for the General Manager.
- Responsible for ensuring that each reporting Managers' objectives are successfully achieved.
- Responsible for ensuring that the financial performance of the organisation meets or exceeds budget expectations.

- Responsible for ensuring that all reporting deadlines to supporting organisations are met.
- Responsible for ensuring that Policy and Procedures Manual is maintained and updated to be relevant, comprehensive and current.
- Responsible for ensuring that a Professional Development plan for each staff member is created, reviewed and undertaken.
- Responsible for the quality of all marketing, communications and publications output to ensure strong branding is maintained and enhanced.

SELECTION CRITERIA GENERAL MANAGER



ADDRESSING THE SELECTION CRITERIA

Applicants are required to write a short statement (no more than half a page each) that addresses the following criteria:

Essential Criteria

1. At least three years senior management experience.
2. Demonstrate to a high degree a record of success in staff management and leadership.
3. Demonstrate to a high degree of skill the capacity for clear strategic thinking, planning and problem solving.
4. Demonstrate to a high degree of skill strengths in interpersonal communications and team building.
5. Demonstrate to a high degree, an understanding of financial management and budgetary control skills.
6. Demonstrate high level communication and interpersonal skills, including the ability to negotiate and liaise effectively at senior levels and to manage authentic community consultation processes.
7. Proven ability to secure funding from Government and non Government sources.
8. Demonstrate ability to develop new innovative solutions that address structural and operational barriers that stand in the way of achieving successful project outcomes.
9. Demonstrate ability to select and apply appropriate leadership and management strategies to meet the demands of a challenging and high-pressure work environment.
10. Demonstrate marketing and communications skills and experience to a high level.
11. Demonstrate experience in culture and the arts, community development or related area.
12. Demonstrate an understanding of human resources and industrial relations processes.
13. Demonstrate a capacity to effectively represent and promote the organisation and its vision.

Desirable Criteria

1. Tertiary qualification in Management, Human Resource Management, Business, Marketing or Arts.

Other Requirements

The successful applicant will need to provide evidence of the following position requirements:

- Ability to undertake regular intrastate travel, and interstate travel if required.
- Current Police Clearance Certificate.
- C Class Driver's License (formerly A Class).

CHECKLIST

HAVE YOU PROVIDED THE FOLLOWING INFORMATION?

1. A statement that addresses each of the selection criteria separately
2. Names, contact numbers and positions of two recent referees related to your professional work.
3. A copy of your resume that outlines relevant employment history.
4. Your business and after hours contact details.

Please send your application to:

The Chief Executive Officer, Country Arts WA

by mail PO Box 7012
Cloisters Square
Perth WA 6850

by hand Level 1, King Street Arts Centre
357 Murray Street
Perth WA 6000

by email info@countryartswa.asn.au

NOTE:

Applications must be received by **4 pm on Friday, 18 September 2009.**