



## **JOB DESCRIPTION FORM**

### **General Manager**

#### **1. POSITION CONTEXT**

Nature Conservation Margaret River Region (Nature Conservation), the leading environmental group of the region, is an independent, community-based, not-for-profit organisation. Nature Conservation works to combine the grassroots support of the regional community with sound conservation science and pragmatic policy initiatives to achieve sustainable environmental outcomes.

Nature Conservation works with the community and strategic partners to protect and enhance the natural environment of the Margaret River region. Through its conservation programs it aims to maintain a range of natural terrestrial, aquatic and coastal ecosystems that are healthy and resilient. These programs are aimed at making the biggest difference to the key environmental challenges facing the Margaret River region, whilst helping to excite people's imagination and showing results on the ground.

Nature Conservation is wanting to build on its solid foundation and employ a full-time General Manager (GM) who can lead the organisation into its next phase to consolidate its existing work and expand its impact. The GM will develop and maintain strong relationships, collaborations and networks with key strategic community partners whilst providing inspirational leadership of the organisation. A key responsibility of the new role will be to develop long term fundraising strategies to provide for this expansion and to see the effective identification and implementation of projects that align with the organisations vision. The GM will be responsible for all aspects of the running of the organisation and will report to the Chair of the Board.

#### **2. POSITION DETAILS**

##### **Position Title**

General Manager - Fulltime

##### **Position Term**

The contract will be until June 2024 from the initial appointment which is expected to begin in the first part of 2022.

A probation period of 6 months will be adhered to with a probation review meeting conducted before the end of this period. The probation period may be extended for a further 3-6 months depending on performance

##### **Remuneration package**

The position is being offered full time with a total employment package including the following components:

- Salary \$95,000 - \$105,000 per annum depending on experience.

- Superannuation (10% of salary)
- Annual, Personal, Public Holiday and Long Service Leave
- Access to a shared company vehicle for company business

### **Location and Office Accommodation**

Nature Conservation Margaret River Region Office, Margaret River Community Resource Centre, 33 Tunbridge Street, Margaret River, WA 6285.

The organisation has successfully employed appropriate technology to allow remote working, when necessary, during the COVID-19 pandemic.

### **3. POSITION DUTIES & RESPONSIBILITIES**

The key responsibilities of the General Manager role are to:

- Provide clear and strong leadership internally to the organisation and its people, and externally to the organisation's stakeholders and strategic partners, including supporting and enabling staff, managing change processes and setting direction.
- Provide strategic management with a focus on supporting Nature Conservation to develop an expanded and core funding base, along with general strategies, plans and budgets for consideration of the Board.
- Provide operational management and oversight to support staff in delivering projects and outcomes. This includes managing and monitoring staff, ensuring appropriate and adequate resources are in place, that delivery is within agreed budgets and operational plans, and that the organisation is functioning effectively and efficiently.

#### **Key responsibilities**

##### **Leadership**

1. Play a leadership role in creating and maintaining a positive and successful day-to-day working environment and organisational culture.
2. Represent the organisation with key strategic partners, on relevant committees, groups and at events.
3. Coordinate communications and promotions to raise the profile of the Nature Conservation and communicate the organisation's vision and achievements.
4. Reinforce Nature Conservation as the leading environmental organisation of the region.

##### **Strategic management**

5. Develop and/or seek out opportunities to develop new ideas, new business and/or partnerships to meet our vision, respond to key issues and develop long-term opportunities for positive environmental impact.
6. Undertake organisation strategic planning in consultation with the Board and Staff.
7. Work with the Board to develop funding strategies and actively source funds to provide organisational stability and expansion of the organisation's conservation and engagement programs.
8. Maintain strong relationships and engagement of donors, Nature Conservation members and local community organisations and businesses.

9. Develop and maintain strong collaborations, partnerships and networks with key strategic community partners, including Local, State and Federal governments.

#### **Operational management**

10. Oversee management of Nature Conservation's existing conservation and engagement programs, development of projects and funding applications.
11. Empower staff to continue the high standard of delivery and encourage innovation in a range of areas.
12. Ensure best practice information and data management procedures are followed to maintain an excellent record of conservation and engagement outcomes.
13. Maintain a high level of organisational governance including maintaining up to date and efficient operational policies and procedures.
14. Oversee the financial operations and administration of the organisation including contracts and budgets and organisational reporting in line with legislative requirements.
15. Day to day management of the operations of the organisation.

#### **4. POSITION SELECTION CRITERIA**

##### **Essential Criteria**

1. Knowledge and experience of fundraising strategies, opportunities and networks relevant to the not-for-profit sector.
2. Experience in developing and managing conservation and engagement programs, and/or environmental management.
3. Excellent written and highly developed verbal communication and presentation skills, including strong public relations, engagement and networking experience with the ability to engage a wide range of stakeholders and cultures.
4. Excellent organisational leadership and management ability including setting and achieving strategic objectives, developing high performance teams, supervising staff, and effectively managing multi-disciplinary projects and budgets.
5. Experience in effective implementation of corporate governance, statutory and contractual reporting practices.
6. Tertiary qualifications or equivalent experience in a relevant area.

##### **Desirable Criteria**

1. Knowledge and understanding of the key environmental and NRM issues and opportunities in the Margaret River and South West WA region, including a passion for the local environment.
2. Experience working in the not-for-profit sector including success working with a Board of Directors and achieving financial growth for a not-for-profit organisation.
3. Experience in developing and managing community based conservation and engagement programs.

##### **Other Requirements**

1. Australia citizen or permanent resident of Australia

2. 'C' class Driver's License
3. Work from the Margaret River Office
4. Requirement to attend meetings within the region and in Perth.

## **5. RECRUITMENT AND SELECTION PROCESS**

Nature Conservation Margaret River Region is committed to fair, equitable and transparent recruitment processes. Key steps in this recruitment process include:

1. Applications are submitted by the due date **4.00 pm Monday 13 December 2021**. No late applications will be accepted. Applications should be forwarded by email to the Chair of the Board, Dr Ann Ward at [aflward1@icloud.com](mailto:aflward1@icloud.com)
2. The Selection Panel assesses applications and invites short listed applicants for interview.
3. Interviews are conducted.
4. Referee checks undertaken.
5. Selection report prepared.
6. All applicants notified.

Nature Conservation Margaret River Region is keen to complete the selection process as quickly as possible.

## **6. SUBMITTING YOUR APPLICATION**

Your application should include the following:

1. Cover letter outlining your interest in the position.
2. A concise statement (3 pages maximum) addressing all aspects of the selection criteria:
  - treat each criterion separately
  - explain how you meet the criteria
  - use examples to demonstrate your specific skill and knowledge.
3. Your Curriculum Vitae should provide the following information:
  - academic and/or professional training copies of your qualifications
  - description of your work experience and skills starting with the most recent
  - major accomplishments at work.
4. Referees

## **7. PROGRESS OF YOUR APPLICATION**

Once applications have closed, all applications are sent to the selection panel. The panel will contact you directly if you have been selected for interview.

Any questions should be directed to Dr Ann Ward at [aflward1@icloud.com](mailto:aflward1@icloud.com) or 0419 937 839.