

POSITION DESCRIPTION

RURAL, REGIONAL AND REMOTE WOMEN'S NETWORK OF WESTERN AUSTRALIA INC.

CHIEF EXECUTIVE OFFICER

The CEO role is fundamental to the success of the Rural, Remote and Regional Women's Network (RRR Network), Western Australia Inc. This position is a key strategic role within a small organisation and requires a high level of skills in relationship building, management and governance, setting and implementing strategies and business plans and working to a budget within limited time frames.

THE ORGANISATION

Established in 1996, initially as a WA State Government body, the RRR Network transitioned to independent entity in 2016. We are governed by a volunteer board of WA women, elected by broad base of financial members from across WA.

The RRR Network engages with WA women and their families to inform and empower through the provision of information delivered to an active social media following of over 4,000 women and an email subscriber base of around 3,000.

Our network of strong, connected, and influential women works closely Government, the education sector and like-minded organisations.

RRR Network's activities are funded on a user-pay model; with small one-off project grants or fee-for service agreements from the WA State Government. Membership fees and income derived from training and event delivery fund the ongoing employment of staff.

CEO ROLE:

The CEO of the RRR Network is the most senior staff member within the organisation.

As a priority, this key role will focus on the vision of the Network and will communicate that vision to all stakeholders. The incumbent will also have a clear and demonstrable understanding of the not-for-profit sector whilst transferring his/her business acumen to the growth and sustainability of the RRR Network.

The CEO will lead a small team of staff, within a sustainable financial structure. The team will achieve excellence in all endeavours of the Network and will position it as a leader in supporting rural, regional and remote women in creating sustainable communities. The CEO will have a well-developed understanding of the sector and will be aware of industry trends, research activity, and innovation in best practice social and economic development.

REPORTING

This position reports to the RRR Network Board of Directors. A small team of staff are in place and report directly to the CEO. The ultimate structure of the team will be discussed with the Board and finalised, following the successful candidates appointment to the role of CEO.

The CEO's performance will be reviewed by the Chair as per an agreed performance agreement.

RESPONSIBILITIES

Leadership

Provides leadership for the organisation in upholding its mission, values, policies and strategic objectives including;

- Development and maintenance of the strategic plan in conjunction with the Board of Directors
- Regular communication with the RRR Network members, supporters and other stakeholders
- Regular reporting to the Board on current and emerging issues
- Effectively leading the RRR Network's affairs, recognising the differing needs of clients, staff and supporters

Stewardship

The CEO will steward the assets, resources, reputation and high regard in which RRR Network is held throughout the community and particularly in the field of social and economic development. Responsible stewardship includes:

- Development of business plans
- Effective management of the administration of the RRR Network
- Effective communication with all stakeholders

Development

The CEO will develop, implement and review all policies to ensure the good governance of the organisation and the adherence to and effective implementation of those policies throughout the Network's operations.

- Regular review of all RRR Network activities
- Develop appropriate policies to support the strategic plan and to uphold the mission and values of the RRR Network

Authorising

Authorising and ensuring the implementation of all operational procedures that underpin the RRR Network's policies

- Developing operational plans to support policies
- Develop, implement and support delegations to staff
- Monitor performance against plans

Establishing

Establishing both operational and capital budgets and ensuring that financial performance outcomes are met and that all business risks are minimised

- Development of budgets for Board approval
- Effective financial control of Foundation resources
- Mitigate risk and develop risk management strategies

Communicating

Communicating in a highly professional manner using all communication mediums as are appropriate, in a manner that engages all stakeholders.

- Develop, establish and maintain communication with the RRR Network Board of Directors, ensuring that the Board are informed and updated on material, strategic and relevant operational matters.
- Ensure open lines of communications with all stakeholders through effective written and personal communication
- Establish and maintain protocols for communication with all stakeholder groups, in line with the RRR Network Communication Policy.

Research and Development

Delivering on research projects for the RRR Network and keeping abreast of developments in all aspects of regional social and economic development with particular emphasis on the involvement of, and impact on women.

- Development and delivery of research projects in accordance with the RRR Network Strategic Plan
- Open and effective communication with other support agencies to support social and economic development outcomes (best practice)
- Maintaining a relevant RRR Network presence as appropriate with relevant social and economic development committees and working parties.

Representing

Representing the RRR Network externally with government, peak bodies and the media to ensure the organisation is seen as an influential and responsible corporate citizen



- Develop and maintain effective and respected relationships with peak bodies and government
- Develop and maintain effective and respected relationships with all media (traditional print, radio and TV, and new social media opportunities)

Compliance

The CEO will ensure the RRR Network is compliant with all statutes, regulations and contractual obligations

- Ensure knowledge of relevant legislation and regulations that affect the RRR Network
- Maintain awareness of the Foundation's legal contractual obligations and seek legal advice when required

KEY RELATIONSHIPS

- Board of Directors
- Members
- Staff
- Government Officers/Organisations/Agencies relevant to the RRR Network
- Political Organisations/Representatives relevant to the RRR Network
- Supporters

COMPETENCIES AND BEHAVIOURS

- Demonstrated expertise in the leadership of a comparable organisation
- Proven experience in the social and economic development sector would be a distinct advantage
- Highly developed ability to communicate and to work effectively with internal and external groups, individuals and networks
- Ability to manage change
- Excellent interpersonal, consultation, negotiation, written and oral communication skills
- Capacity to work autonomously as well as the ability to work constructively in a small team environment
- Strong leadership skills. Capacity to lead, direct and manage staff, work with Board Directors and relate to clients and supporters
- Demonstrated capability in strategic planning, business management and financial reporting
- Positive, "can do" approach
- Commitment to the importance of the RRR Network for the support of women and their families in Western Australian rural, regional and remote communities

ESSENTIAL SKILLS, QUALITIES AND EXPERTISE



- An ability to think strategically and an awareness of modern business practices
- Solid financial acumen, including the capacity to interpret and report on financial accounts
- A track record of working with and lobbying Federal, State and Local Governments and significant private sector entities
- Stakeholder engagement and management, including effective meeting skills and experience
- Superior communication skills and confident public speaker
- Excellent commercial and organisational skills to manage and improve business performance
- Experience in business development and corporate governance
- Familiarity with reporting directly to a Board of Directors.
- A well-developed regional WA wide network

DESIRABLE SKILLS, QUALITIES AND EXPERTISE

- Tertiary qualification

OTHER REQUIREMENTS

- Ability to undertake intra and interstate travel as required
- A demonstrated interest in the social and economic development of regional areas as it impacts and involves women and their families.
- Australian Citizenship or Residency
- Current and Valid Western Australian driver's license
- Position is subject to a police check

KEY PERFORMANCE INDICATORS

- Creation of viable development strategies and business plans
- Achievement of budgeted financial goals
- Support growth and retention
- Legal compliance
- Strategic advice to the Board of Directors
- Effective advocacy and lobbying at all levels