

Duty Statement

Title: Chief Executive Officer

Job Description:

The role of Chief Executive Officer is to manage the business affairs and strategic direction of a dynamic and innovative volunteer organisation that is the leading water safety organisation in Australia.

Reporting to the National President, the CEO is responsible for servicing the needs of the State/Territory Member organisations (STMOs) while providing direction and impetus for the successful implementation of drowning prevention, water safety education and aquatic industry services. The CEO is also responsible for liaison with government, corporate and kindred organisations, both in Australia and internationally.

Management of the National Office and staff and enhancing the public profile of the organisation are major requirements of the position.

Primary Function:

As the Chief Executive Officer of RLSSA, to manage the operations, strategic direction and resources of the National organisation.

Scope of Duties:

- Ensure the effective support and servicing of the major stakeholders of the organisation, particularly State / Territory Member organisations.
- Development and implementation of the National Strategic Plan and annual Business Plan
- Ensure efficient financial management and long term financial viability of the organisation.
- Liaise with the Australian Government and Government agencies regarding national programs and financial support.
- Effectively advocate for greater awareness and policy change to Government, the corporate sector and the public.
- Increase the public profile of Royal Life Saving as Australia's leading water safety organisation.
- Manage the staff, property and facilities of the National Branch.
- Identify and develop sponsorship and income strategies for Royal Life Saving programs, products and events.
- Generate a commitment to common goals and purpose by STMOs.
- Ensure the effective management of the budget agreed by the National Board.
- Ensure that product and program development is not duplicated with STMOs.
- Report to National Board and STMO Executives on the achievement of agreed objectives and management issues.
- Carry out the duties set out in the Companies Act as Company Secretary and Public Officer.
- Liaison with:
 - International Life Saving Federation
 - RLSS Commonwealth
 - Kindred organisations
 - Sponsors

Responsible To: President of the National Board

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Subordinate Staff Directly Supervised:

- Finance and Administration Manager
- Manager - Education
- Manager - Vocational Training
- Manager - Aquatic Industry Services
- Manager - Research and Policy
- Manager - Events and Marketing

Subordinate Staff Indirectly Supervised

- All other RLSSA employees

Limits of Authority:

- Responsible for the overall management and direction of the organisation.
- Limited to the scope of duties listed above as determined by the National Board.

Qualifications Required:

- Relevant tertiary qualifications.

Experience Required:

- A minimum of five years experience in a senior management role, preferably two years at Chief Executive level.

Skills Required:

- Superior management, business and financial skills.
- Knowledge of the Royal Life Saving Society.
- Superior conflict resolution and problem solving skills.
- Ability to write reports, proposals and submissions.
- Good presentation skills.
- Well developed strategic planning skills.
- Leadership skills for a dynamic organisation.
- Well developed interpersonal and communication skills.

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Performance Evaluation:

- An employee performance appraisal and salary review will be conducted annually.

Reporting:

- Regular briefing of National Board and STMO Executive Directors
- Development of and reporting against the National Strategic Plan and annual Operations Plan as required
- Provision of a written quarterly report on the progress of objectives set in the Operational Workplan.
- Provision of an annual report stating performance against agreed objectives.

Approved By:
(President of the National Board)

Date:

Acknowledged By:

I have read and understand the above responsibilities.

Name: **Signature:**
(Please Print)

Date: