

POSITION DESCRIPTION

Position Title:	CEO		
Location:	Parramatta	Position Type:	Full time
Level/Salary Range:		Classification	Permanent
Reports to:	Board	Positions Reporting:	

Primary Purpose of Position
Provide day to day management and oversight of the operations and staffing of the Federation of Parents and Citizens Association of NSW (P&C Federation). The provision of strategic advice and support to the Board.
Organisation
<p>Mission</p> <p>The P&C Federation is committed to a free public education system which is open to all people irrespective of culture, gender, academic ability and socio-economic class which empowers students to control their own lives and be contributing members of society.</p> <p>Values</p> <p>The belief that:</p> <ul style="list-style-type: none"> All people have the capacity to learn. The NSW Government has prime responsibility to provide an education system which is free and secular and open to all. Schools should be structured to meet the needs of individual students and should respect the knowledge those students bring to school and build on that knowledge to foster their understanding about the world. <p>Parents, as partners in the education process, have a right and a responsibility to play an active role in the education of their children. P&C Federation and its representatives share a responsibility of ensuring representative decision making for the benefit of all students.</p> <p>Environment</p> <p>Membership of the P&C Federation is open to constituted P&C Associations in all NSW government schools. P&C Federation provides a range of services to its members, which include 1850 school based P&C Associations. The P&C Federation also facilitates the voice of parents more broadly in all areas of public education.</p> <p>P&C Federation was established in 1922 and incorporated by an Act of the New South Wales Parliament in 1976. It is governed by a volunteer, non-skill based board elected to represent electorates throughout the state. The Board works hands on with staff to represent member P&Cs and parents in New South Wales public education.</p>
Key Accountabilities
<ul style="list-style-type: none"> Provide day to day management of the organisation and its staff including finance and human resource management, WH&S, compliance, project management, marketing and communications. Oversight and provision of informed support, guidance and resources to members. Continually look to improve how this is accomplished. Oversee a process to facilitate the voice of parents to all stakeholders, including the DoE, in public education.

POSITION DESCRIPTION

- Develop and implement organisational strategies, make recommendations and execute upon strategic plans and decisions as approved by the Board.
- Support and become a value-add resource for the Board, as and when required.
- Serve as a front-facing representative of the P&C Federation in external stakeholder engagement, advocacy, media, and public relations.
- Explore and seek opportunities for growth, raising the profile and the organisation brand. Utilise networking, media and public relations practices to capitalise on advocacy possibilities.
- Develop innovative new streams of revenue to enable diversification of funding and ensure the long term financial sustainability of the organisation.
- Grant management and development; build on existing plans and continue to develop new opportunities within a governance framework. Ensure budgets and deliverables are in place to execute and evaluate program effectiveness for continuous improvement.
- Implement all relevant legislative/compliance related policies and procedures, ensuring these are effectively applied, documented, communicated and maintained.
- Regularly prepare Board reports, presenting informative updates against deliverables and any ad-hoc matters as directed by the Board and its sub-committees.
- Seek to keep the Board informed of legislative changes, industry developments and trends.
- Monitor, report and deliver on financial requirements as required (budget, annual report, periodic financial reporting and planning).
- Stakeholder engagement and management, including partnering with DoE in managing this critical relationship for the successful development and progression of key projects, agreements or contracts.
- Undertake the regular performance appraisal of direct reports to ensure their on-going performance and personal development meets operational needs.
- Actively promote and maintain an inclusive and positive culture and relationship with staff, Board, members, and other stakeholders. Assess and actively seek methods to further build positive employee engagement.

Key Challenges and Influences

- Ability to respond effectively within a dynamic and resource constrained environment.
- Confidently prioritise and design scope of works to execute on simultaneous projects.
- Balancing roles needs and expectations among staff, Board and Key Stakeholders
- Desire for self-growth along with the organic development of this role.

Skills & Experience

- Outstanding record of achievement in a senior leadership or general management role, ideally in a member or Non-For-Profit organisation.
- An interest in and commitment to a high-quality system of public education.
- A strong, empathetic, participative and outcome-oriented style in regard to staff, Board and other member representatives, with the ability to build and maintain staff cohesion and morale.
- Understanding the needs of the not-for-profit sector, as a peak body and a membership association.
- Experience with grants management and funding programmes
- Effective financial (including budget management) and analytical skills with the capacity to make complex judgments and to take reasoned initiatives.
- Highly developed strategic orientation skills (including development and presenting proposals).
- Proven commercial acumen and sound business and personal ethics.
- Proven track record in stakeholder management, effective advocacy, external networking and establishment of positive relationships to engage knowledge transfer and influencing change.
- A visionary, able to be creative within the boundaries of budget realities.
- Experience in managing projects on time and within budget.
- Exceptional written and report writing skills, including Board reporting/submissions.
- Strong communicator with public relations skills (media experience an advantage).
- A good listener who is able to understand the needs and views of the members but remain outcome focussed.
- Possess a genuine care and affiliation for people, values based with a high level of empathy and compassion for others.
- Confident, informed, and able to make timely decisions to solve emergent problems.
- Innovative, flexible and adaptable with an ability to thrive under pressure and enjoy new challenges.
- Relevant tertiary qualification.

Relationship Scope

Internal

- President
- Board members & sub committees
- All Staff

External

- Members and non-members
- Department of Education
- Ministers Offices
- Other Government Departments
- Other educational stakeholders
- Suppliers, including third party suppliers i.e. HR, Legal, Contractor management

POSITION DESCRIPTION

Position Dimensions			
Staffing		Budget 2022/23	
Direct Reports		Staff	
Indirect Reports		Capital	
Total		Revenue	
Assets		Operating Expenses	
		Surplus/(Deficit)	
Financial Delegation			
Human Resource Delegation			

Approved By:		Date:	
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