



THE ROYAL SOCIETY OF NEW SOUTH WALES

POSITION DESCRIPTION – EXECUTIVE OFFICER

POSITION TITLE	Executive Officer
REPORTS TO	President
REMUNERATION	To be negotiated
12 month fixed-term contract; part-time	

PRIMARY FUNCTION

The Executive Officer makes a pro-active and positive contribution to the culture and goals of the Society and supports the achievement of Society objectives, particularly in relation to general administration, financial management, fundraising, event management and public relations.

Operating within a complex service environment, the Executive Officer will work under the broad direction of the Council, working collaboratively with stakeholders to continuously improve procedures and processes. The Executive Officer will apply significant knowledge and experience to focus on the implementation of evidence-based and continuous improvement approaches to support the efficient, effective and compliant delivery of the Society's functions.

The Executive Officer is responsible for establishing, implementing and reviewing the Society's resource planning, priority setting and decision making, maximising the application of insights from data, consultation, benchmarking and other relevant information to improve operations, and support Society decision making.

OVERVIEW

The Council of the Royal Society of New South Wales is responsible for the development of the Society's strategic direction through the building of its strategic capability and creating opportunities for local engagement through external parties and partnerships in the promotion of intellectual enquiry in New South Wales in accordance with the Society's aims and objectives.

The Executive Officer supports the strategic direction, development, management and implementation of the Society's strategic plan and delivers on the Society's key objectives to contribute to the development of intellectual endeavour in Australia. This includes strategies across areas: financial management, event management, public relations, fundraising as well as general administration.

KEY ACTIVITIES AND ACCOUNTABILITIES

The following activities and accountabilities are designed to deliver outcomes aligned with the Society's strategic goals. In the course of delivering outcomes, the Executive Officer is expected to honour and adhere to the Society's policies, codes and guidelines.

1.	Business operational leadership	Frequency
<ul style="list-style-type: none"> • Make a pro-active and positive contribution to the culture and goals of the Society, promoting a culture of service excellence and financial sustainability across all activities, including: liaison and negotiation based on a partnership approach with other organisations that have an ongoing relationship with the Society, Councillors, committee chairs to identify and resolve issues. • Provide leadership and guidance on operational activities of the Society to ensure service standards and compliance obligations are met, including establishing and maintaining service standards and key performance metrics • Manage change impacts and new service requests, working closely with others to ensure business requirements are met, within budget and to set deadlines. • Utilise knowledge of best practice to deliver oversight of the management of enquiries and activities, identify key trends and insights which can be used to address issues or improve performance of the function. • Cultivate a positive work and service culture, and reinforce consistency in practices, communicating changes, directives, expectations, practices and approaches to support the organisational position, while delivering on service obligations and work priorities. • Initially, develop and execute a fundraising plan, seek external funding grants, develop a publicity strategy and manage major events. 		Ongoing
2	Continuous improvement	Frequency
<ul style="list-style-type: none"> • Take responsibility for improving service standards and the customer experience. <ul style="list-style-type: none"> • Apply knowledge in order to identify, plan, implement and monitor activities to continuously improve the end customer experience. • Support the development and implementation of initiatives and frameworks to service approaches and 		Ongoing

	<p>administrative processes to optimise efficiency and effectiveness.</p> <ul style="list-style-type: none"> • Use evidence-based practice and reporting as a mechanism to provide greater transparency of the Society's activities. • Develop, implement, review and improve reporting mechanisms to provide greater transparency on activities and inform organisational priorities. • Develop and implement risk management practices to allow potential problems/issues to be identified, considered earlier and alleviated through effective planning, better awareness of issues and a framework for shared responsibility and problem solving. 	
3.	Stakeholder engagement	Frequency On going
	<ul style="list-style-type: none"> • Work closely with Council and external service providers to ensure process compliance, and that consistent and responsive services are developed and delivered. • Work collaboratively with the Society's stakeholders to ensure delivery of planned outcomes. • Work collaboratively with the Society's stakeholders to implement service improvements. • Advocate for the society. • Engage regularly with key stakeholders to ensure that requirements are met and to facilitate effective issues resolution. • Establish appropriate, open and transparent lines of communication, and provide clear, consistent information and guidance on strategic directives, plans, schedules and Society goals. • Develop professional working relationships with the Society's stakeholders, contributing positively to Society relationships through credibility, professionalism and integrity. 	
4	Day-to-day management	Frequency
	<ul style="list-style-type: none"> • Develop documentation of procedures and processes. 	As required
	<ul style="list-style-type: none"> • Create record systems. 	
	<ul style="list-style-type: none"> • Manage the Society's archives. 	

	• Manage the Society's assets.	
5	Other	Frequency
	• Participate on relevant committees/working groups, proactively identifying issues and evaluating and implementing solutions to support the achievement of project goals, on time and on budget.	As required
	• Represent the Society as appropriate.	

KEY INTERNAL RELATIONSHIPS

MAIN CONTACTS	PURPOSE
President	Provision of high level strategic information on service levels and issue escalation
Executive Committee	Determination of priorities, provision of analysis and regular reports
Honorary Treasurer	Financial, budget and accounting matters
Honorary Secretary (General)	Governance and operational matters
Committee Chairs	Provision of relevant information as required
Members	Provision and co-ordination of information,

KEY EXTERNAL RELATIONSHIPS

MAIN CONTACTS	PURPOSE
The Association Specialists	On agreed and contracted service deliverables
The Sydney Mechanics School of Arts	For joint activities
The State Library of NSW	For continuation and development of effective working relationship
Office of the NSW Chief Scientist and Engineer	Liaison with NSW government in relation to the co-ordination of approaches to the promotion of intellectual enquiry in NSW.
Other State Royal Societies	For sector-wide knowledge sharing, benchmarking and to understand sector issues, as well as joint activities.
Universities	Maintain strong links with mainstream higher education and research organisations.
Other scientific learned societies nationally and internationally	For sector-wide knowledge sharing, benchmarking and engagement, and the

	promotion of the Society's place in the world.
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DECISION MAKING

The Executive Officer is expected to work under the broad direction of the President with a degree of autonomy to manage the day-to-day activities of the Society. The Executive Officer exercises sound judgement on the escalation of issues. The Executive Officer has the authority to proactively apply sound analysis, identify and prioritise issues and develop compliant and best practice solutions to meet the strategic and operational goals of the Society. The position makes operational resource-based decisions in the context of budget and the strategy of the Society. The position collaborates closely with key stakeholders across the sector and makes decisions regarding the planning and prioritised delivery of information and services, using influencing skills to support improvement initiatives.

QUALIFICATIONS

Tertiary qualifications in a relevant field and extensive relevant experience.

EXPERIENCE AND SKILLS

#	SELECTION CRITERIA	Essential	Desirable
1	Proven organisational skills including the ability to plan and lead change, prioritise and meet deadlines and to allocate resources effectively and efficiently to ensure operational and service delivery goals are met in complex environments.	x	
2	Ability to create and lead a continuous improvement culture that proactively identifies, prioritises and implements people, policy, process and system changes that enhance the customer experience and improve the efficiency of business practices and performance.	x	
3	Excellent communication, influencing and negotiation skills, including the ability to produce written information and presentations for a range of audiences and to manage stakeholders with competing interests, both internal and external.	x	
4	Highly developed project management skills, including the ability to evaluate and apply technology to administration, including process automation, reporting and data manipulation functions.	x	
5	Demonstrated effective problem solving skills, including proven capacity to use initiative, exercise sound judgement and deliver on workplace obligations in	x	

	compliance with applicable legislation, policy and directive.		
6	Proven ability to conceptualise, develop, implement and review objectives and strategies involving liaison with internal and external stakeholders.	x	
7	Previous experience within a tertiary education/learned society, environment and working knowledge of a membership organisation.		x
8	Sound working knowledge of standard Microsoft Office products.	x	