



## POSITION DESCRIPTION

**Title:** Chief Executive Officer  
**Reports to:** Chairman and Board of Directors

The Chief Executive Officer (CEO) is responsible for implementing the Northern NSW Football (NNSWF) Federation's vision and strategy and shaping its culture through the application of strategic leadership, change management, and relationship building.

The CEO will be responsible for all aspects of NNSWF's operations; gaining the cooperation of key stakeholders to ensure the effective generation of income streams via membership and other related services; negotiating and implementing strategies, plans and services; and managing a total operating budget currently around \$4.5 million, including funding associated with partnership programs.

This position reports to the Board of NNSWF through the Chairman but is not a voting member of the Board. It liaises regularly with the Chairman to ensure the Board is kept fully informed of all relevant matters including regular reporting and strategic issues management.

In brief; the position has responsibility for:

- Effective corporate governance through the facilitation of the decision making and leadership of NNSWF through provision of advice, support and information relating to processes, protocols and NNSWF business;
- Deliver against NNSWF's Strategic Plan using appropriate planning, measurement and review mechanisms to drive performance;
- Manage the financial and physical resources of NNSWF in an optimal manner to ensure sustainable performance and maintain a high level of service delivery;
- Lead, build and develop the executive team and staff to ensure a focused and productive organisation that achieves the objectives of NNSWF;
- Develop and support productive relationships with the community, local business, other levels of government and key stakeholders to strengthen the capability of NNSWF; and
- Work in productive partnership with the Board to achieve sustainable growth and development of NNSWF.

In accordance with a clear performance management and development plan, the CEO will be responsible for achieving the following objectives:-

## **1. Strategically**

- 1.1 Working with the Board to create a vision that generates enthusiasm and commitment, and communicating it to all staff and stakeholders;
- 1.2 Lead an inclusive strategic planning process, supporting the Board, with sufficient opportunities for community and stakeholder contribution;
- 1.3 Developing and implementing a long-term strategy for the organisation within the vision, mission and values agreed by the Board;
- 1.4 Prepare and submit to the Board a Corporate Plan and annual budget and operating plans that deliver on NNSWF strategy and addresses identified members needs;
- 1.5 Further growing NNSWF membership and raising the profile and standing of NNSWF with all stakeholders;
- 1.6 Provide advice and support the Board to ensure statutory and legislative requirements are met in relation to corporate planning and reporting;
- 1.7 Report to the Board regularly on achievement against strategic objectives to facilitate review and monitoring of level of achievement;
- 1.8 Expanding NNSWF network through partner and service subscriptions;
- 1.9 Identifying opportunities to commercialise where appropriate and building marketing, sales and media capability to grow revenue and enhance profile from the outset;
- 1.10 Monitor, report and advise on issues that arise and have significant implications on the operations and sustainability of NNSWF; and
- 1.11 Provide the strategic link for the development of National policies through each level of football to the grassroots.

## **2. Finance and Resources**

- 2.1 Develop, review and monitor budgets to ensure sustainable and optimum service delivery and performance and report to the Board regularly and with sufficient detail on significant variations to the budget and subsequent action taken;
- 2.2 Develop accurate asset maintenance and upgrade projections that are clearly linked to affordable service delivery levels, long-term financial plans and the current budget;
- 2.3 Securing investment and grant funding sourced from commercial partners, state and federal governments and national bodies such as FFA and ASC;
- 2.4 Actively seek opportunities for grants funding and other sources of revenue to ensure the ongoing financial sustainability of NNSWF and diversifying sources of revenue to create capacity for the future delivery of services to members.
- 2.5 Ensure adherence to statutory and NNSWF requirements with regards to financial and corporate reporting;
- 2.6 Regularly review the organisational structure, processes and capabilities to maximise service delivery and performance;
- 2.7 Lead continuous improvement in all business areas using the Australian Business Excellence Framework as a driver; and
- 2.8 Deliver the Best Value Review process to meet established timelines and ensure the improvement of NNSWF processes and services.

### **3. People and Relationships**

- 3.1 Attracting, retaining and developing a team of professional staff through best practice human resources management and become an employer of choice for highly motivated and client service oriented people.
- 3.2 Utilise a range of leadership styles appropriate to situations to motivate, guide and develop staff and lead by example and build an organisation culture that fosters and supports team work;
- 3.3 Use an effective and consistent performance management approach to delegate responsibility and drive accountability through all levels of the organisation;
- 3.4 Engender commitment and support for the implementation of NNSWF's strategy through management and communication practices and encourage openness and collaboration across the organisation by sharing information and using a range of communication strategies;
- 3.5 Create an organisational culture that encourages and supports initiative to drive achievement and develop a focus on service provision throughout the organisation where professionalism, respect and cooperation are valued, recognised and rewarded.
- 3.6 Undertake effective consultation to engage and encourage input from all community groups and undertake a consultative role in community meetings demonstrating respect, consideration for diversity and seeking input and feedback;
- 3.7 Undertake an active and visible leadership role in community activities to enhance the relationship with NNSWF and encourage and support community feedback, using a range of mechanisms, to assist improvement of services and performance;
- 3.8 Establish relationships with local, federal and state governments to deliver strategic benefits for NNSWF, its members and the community; and
- 3.9 Establish and maintain productive relationships with regional bodies, key industries and community organisations to achieve positive outcomes for NNSWF.

### **4. Corporate Governance**

- 4.1 Inform and support the activities of NNSWF through the provision of advice and information relating to relevant legislative and statutory frameworks;
- 4.2 Support Board decision making and good governance through advice and information on protocols, policy and processes;
- 4.3 Implement good governance through recognising and supporting the roles and accountabilities of all staff;
- 4.4 Develop and maintain relationships with all Board members that are professional, respectful and inclusive;
- 4.5 Respond to Board enquiries and requests for information and give appropriate assistance and advice and maintain open communication channels through appropriate processes and behaviours to inform Board members of relevant issues; and
- 4.6 Act as, and meet the legislative requirements of, the Company Secretary.

End.