

JOB DESCRIPTION

Title	Executive Officer Equestrian SA
Location	Mount Barker, SA
Reports to	Chair and Board of Directors
Direct Reports	<ul style="list-style-type: none"> • Receptionist • Office Administrator/s

Essential Qualifications & Experience

- Extensive and proven Grant acquisition and acquittal experience
- Extensive and proven Service Quality management skills
- A minimum of five years of experience in business management, planning and financial oversight.
- A minimum of three years of experience in personnel management, including hiring, supervision, evaluation and workcover/RTW procedures.
- A minimum of three years of experience working with a Board of Directors
- Demonstrated ability to work within a team
- Demonstrated ability to work in a proactively diverse and inclusive organisation.
- Excellent and proven interpersonal, verbal and written communications skills.
- Effective written communications skills including the ability to prepare reports, proposals, tenders & policies and procedures.
- Effective problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.
- Demonstrated ability to multitask and work in a fast - paced industry.
- Proven ability to cope with conflict, stress and crisis situations.
- Motor Vehicle License.

Desirable Qualifications/Experience

- Degree qualified Business/Project Management
- Business degree qualified-e.g. Bachelor of Business or Commerce



Purpose

- Provide leadership to ESA staff and implement Directors' strategic vision, as per the ESA Strategic Plan.
- Ensures the effective operation of the organisation through managing staff and business objectives.
- Increases management's effectiveness by ensuring all HRM policies and procedures are adopted and utilised across the organisation.
- In consultation with Directors, develop operational plans- identify and obtain grants and sponsorship funds.
- Build company image by collaborating with stakeholders, government, community organisations, and employees; enforce ethical business practices.
- Maintains quality service by establishing and enforcing organisation standards.

Key Responsibilities

- Provide leadership to ESA staff and implement ESA Directors' vision
- Achievement of both long and short term ESA strategic objectives
- Plan and direct activities in order to achieve required growth targets- financial and market share
- Craft and win grants
- Complete grant acquittals
- Research and manage sponsorship opportunities
- Performance manage staff (where required), take appropriate action, ensure Work Health & Safety and Equal Employment Opportunity standards are upheld.
- Develop and maintain ESA's culture and values-build reputation with all key stakeholders, staff, members, suppliers, partners and regulatory bodies
- Prepare and deliver Board reports
- Research and write discussion papers, analysis documents and proposals as needed to assist the organisation in determining and meeting its long and short term goals
- Recruitment and selection of staff in conjunction with ESA chair
- Oversee employee performance, development and training
- Craft and improve policies
- Ensure ESA upholds ALL compliance and regulatory requirements
- Provide accurate data re financial health of the company.
- Some out of business hours work will be required, i.e. monthly Board meeting attendance and occasional attendance at equestrian events.

Authorised Decisions

- Staff performance management
- Staff leave approval
- Financial delegation as outlined in the Delegation of Authority policy

Prohibited Decisions

- Recruitment and selection
- Staff dismissal
- Applications for finance, in consultation with Director
- Employee compensation
- Capex all categories, in consultation with Director
- Media clearance

Resource Authority

- Credit card
- Laptop
- Mobile phone

Agreements

Job name: Executive Officer

Job holder's name:

I agree to accept responsibility for producing the results, meeting the standards and performing the work established by this Job Description.

Signed by Job Holder

____/____/____
Date of Agreement

Line Manager's name: _____

I agree to delegate sufficient authority and to provide sufficient resources, training and support to enable _____ to meet the responsibilities set forth in this Job Description.

Signed by Line Manager

____/____/____
Date of Agreement