

Position Description

Director - Munarra Centre for Regional Excellence.

RESPONSIBLE TO:	Rumbalara Football Netball Club Board of Directors
PROGRAM:	Munarra Centre for Regional Excellence
LOCATION:	Shepparton
POSITION TYPE:	Full time
CONTRACT TERM:	24 months with possibility of extension
SALARY:	\$160,000 – \$180,000 p.a. plus 9.5% superannuation
APPLICATION TO:	Bradley Boon: bradley.boon@rfnc.com.au

The Munarra Centre for Regional Excellence (MCRE) will be a national, state-of-the-art centre designed as a hub of connection and transformation for Indigenous and non-Indigenous people across Australia and is governed the Rumbalara Football Netball Club (RFNC). Comprising a campus for excellence in sports, health sciences and education, the MCRE is unique in that it embeds Aboriginal culture across all curriculum and programs, positioning Indigenous knowledge transfer and cultural exchange as a national asset. The MCRE will provide the community infrastructure required to acknowledge and celebrate the contributions of Aboriginal people in the Goulburn Murray region. The MCRE demonstrates how Aboriginal culture and leadership are critical to the sustainability of Indigenous Culture and the prosperity of Goulburn Murray communities.

Duty Statement

1. Relationship Building and Stakeholder Management:

The Director will:

- Work in partnership with the Senior Project Manager from Aboriginal Victoria (Department of Premier and Cabinet) to ensure that the voice and the needs of the Aboriginal community are always represented throughout all phases of the MCRE project. To ensure MCRE transforms the lives of the local Indigenous community and those located throughout Australia;
- Be responsible for seeking out new commercial partnerships with MCRE and Federal and State government agencies and the corporate sector. The position will manage complex stakeholder relationships to ensure implementation of the goals and strategies endorsed by the RFNC Board and MCRE Project Control Group (PCG).
- Manage an effective and high performing team and maintain a work environment which attracts, retains, and motivates high quality staff and volunteers.

2. Strategic Leadership and Project Management Skills:

The Director will:

- Lead the MCRE planning and implementation processes ensuring that short- and long-term plans set by the RFNC Board of Directors and the PCG, are implemented and achieved. This includes (but is not limited to):
 - Transitioning MCRE into an incorporated entity, or a similar relevant legal governance structure as agreed upon by the RFNC Board of Directors. Including development and implementation of the MCRE operating policies and procedures.
 - Demonstrate leadership through support to the RFNC Board in regard to the strategic planning process.
- Develop and maintain sound relationships with other community organizations, planning agencies, funding agencies, government agencies and officials and other groups/coalitions as appropriate; and
- Serve as spokesperson for the MCRE and ensure that it is properly presented to its various stakeholders.

3. Direct Fiscal Management Skills:

The Director will be:

- Responsible for consistent achievement of MCRE's mission and financial objectives;
- Oversees financial planning and forecasting for MCRE;
- Prepare and implement an annual budget in collaboration with the Board of RFNC to ensure the achievement of MCRE's financial goals; and
- Ensure that funds are allocated properly to reflect current needs and future demands while managing and monitoring budgets across departmental lines.
- Inform the RFNC Board of significant decisions prior to their implementation;
- Make sound financial and operational decisions in a timely manner.
- Serve as the primary signatory of all contracts and agreements within the delegation of authority.
 - Implement systems for internal controls to safeguard MCRE funds and reputation; and
 - Ensure fiscal accounting and reporting in accordance with standards of accounting set by the relevant governing authority.

4. Fund Raising and Grant Writing Abilities:

The Director will:

- Maintain current funding sources and seek new and diversified sources of income;
- Ensure that MCRE (?) data collection, compilation, analysis, projection, statistics, and records are maintained on all contracts and grants; and
- Prepare and present periodic reports on activities and special reports as needed.

5. Exceptional Public Relations Skills

The Director will:

- Serve as the MCRE spokesperson and representative to foster community relations with other agencies, clients, financial supporters, and the media;
- Assist the RFNC Board in the development and implementation of a public relations strategy designed to communicate the mission, programs, and services to the community;
- Direct and participate personally in a continuing program of public relations designed to achieve the best possible public understanding, acceptance and support;
- Fulfil speaking engagements and report on subjects related to issues which concern the agency and its constituency; and
- Create other effective outlets to represent and promote development of the organization.

Other Duties as directed by the RFNC Board.

Essential Knowledge and Skills

- Experience working in Indigenous communities and with senior Indigenous leaders on social or economic reform initiatives.
- High level experience in organisational governance and company structures with demonstrated skills in financial and human resource management.
- High level people and project management skills, including high level stakeholder engagement and partnership management experience.
- Strong interpersonal and communication skills
- Demonstrated experience and knowledge of issues facing Aboriginal people in the Goulburn-Murray region.
- An appropriate tertiary and/or postgraduate qualification of relevance e.g. Master of Business Management, Corporate Governance.
- Working proficiency with common IT, spreadsheet and database systems.
- Experience with monitoring and evaluation frameworks.

To Apply

The above profile for this position outlines both the duties of the role and the skills and experience required. In no more than two pages, please provide one or two examples of how your skills and experience match those required for the role.

Please send you CV and two-page statement on your skills and experience to:

Bradley Boon
General Manager
Rumbalara FNC
Email: bradley.boon@rfnc.com.au

Paul Briggs
President
Rumbalara Football Netball Club