

## Job Description

### Chief Executive

### Wollongong Conservatorium of Music Ltd

#### 1. Purpose of the Position

The Chief Executive of the Wollongong Conservatorium of Music Ltd (WCM) is responsible for leading WCM to achieve the strategic direction of the organisation. The CEO will be responsible for the oversight and management of all aspects of WCM, and will represent the organisation with key stakeholders and the community.

#### 2. Key Accountabilities

##### 2.1 Relationship to the Board

- (a) Timely, accurate and informative reporting to the Board as agreed either routinely or as required from time to time
- (b) Develop in collaboration with the Board a strategic plan to deliver the key long term objectives of WCM, with periodic review and reporting to the Board of progress on agreed actions
- (c) Development, maintenance and review with the Board of all WCM policies requiring specific Board involvement and/or approval
- (d) Through positive leadership, ensuring WCM's programs are delivered within a workplace culture consistent with the Board's expectations of culture, behaviour and code of conduct
- (e) Alerting the Board in a timely way of any critical incident or emerging risk

##### 2.2 Music and Music Teaching Related

- (a) Leading the development and implementation of long term plans for WCM's musical and teaching programs;
  - (b) Overseeing the delivery of an active and comprehensive public concert and performance program involving WCM's students, staff and the wider community;
  - (c) Overseeing the design and implementation of appropriate musical programs;
  - (d) Overseeing curriculum design and maintenance for WCM teaching programs;
  - (e) Inspiring a high standard of curriculum and tuition;
  - (f) Overseeing the effective delivery of WCM's musical offerings;
  - (g) Maintaining a high standard of musical teachers through effective human resource management and development
  - (h) Management of WCM's musical instrument inventory.
- ##### 2.3 Business related

### **2.3.1 Marketing**

(a) Ensure understanding of WCM's market in order to generate and sustain demand and links with the community aligned with strategic goals

(b) Leading the development and implementation of a marketing and communications plan

### **2.3.2 Customer relations**

(a) Developing effective relationships with key internal and external stakeholders and the broader community

(b) Ensure appropriate feedback and complaints processes are in place

### **2.3.3 Funding**

(a) Identifying and implementing funding and/or income generating strategies that deliver the long term goals of WCM

### **2.3.4 Administrative**

(a) Ensure compliance with relevant legislation and regulatory requirements ;

(b) Preparation of plans and budgets for approval by the WCM Board

(c) Effectively manage WCM to ensure financial sustainability, including providing accurate reports to the Board

(d) Ensuring effectiveness of administrative processes and systems

(e) Ensuring effective human resource management across WCM

## **3 Key Qualifications**

### **3.1 Essential Competencies**

(a) Leadership and management experience

(b) Ability to delegate

(c) Ability to develop and maintain strong trust and relationships

(d) Clarity of vision and developing shared vision

(e) Drive for continuous improvement

### **3.2 Preferred**

(a) Tertiary musical qualification or equivalent and/or

(b) Tertiary business administration qualification or equivalent

(c) Demonstrated ability to ensure ongoing design, implementation and improvement to appropriate musical programs/initiatives

(d) Organising abilities (programs, events, performances)

- (e) Experience at building and leading teams to achieve objectives
- (f) Demonstrated experience in successfully running business administrative processes

#### **4. Duties and Functions**

4.1 The employee shall carry out the duties and functions imposed by the Act and Regulation, or by any other act and associated regulations, which include but are not limited to:

- (a) The efficient and effective operation of WCM's organisation,
- (b) Implementing, without undue delay, the decisions of WCM,
- (c) Exercising such of the functions of WCM as are delegated by WCM Board to the Chief Executive,
- (d) Acting in accordance with WCM policies and procedures and ensuring policies and procedures are up to date in accordance with relevant legislation and regulation, and the strategic direction of WCM
- e) Complying with the provisions of the WCM code of conduct,
- (f) Implementing and maintaining effective corporate and human resource management processes and systems
- (g) Acting honestly and exercising an appropriately high degree of care and diligence in carrying out the employee's duties and functions,
- (h) Declaring any conflicts of interest and/or pecuniary interests of the Chief Executive to WCM Board

4.2 Carry out the duties and functions set out in the policies of WCM as adopted by WCM from time to time during the term of this contract,

4.3 Take all reasonable steps to ensure that actions and policies of WCM accord with the strategic intent of WCM,

4.4 Take all reasonable steps to maximise compliance with the relevant legislative requirements,

4.5 Maintain satisfactory operation of WCM's internal controls, reporting systems (including protected disclosures), grievance procedures, the documentation of decision making and sound financial management,

4.6 Ensuring policies and procedures are up to date in accordance with relevant legislation and regulation, and the strategic direction of WCM

4.7 Report to WCM Board on any overseas travel taken by the Chief Executive or any WCM employee where that travel is funded in whole or in part by WCM