



Dragon Boats NSW

Position Description/ Success Profile

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| Position Details | Position Title | Chief Executive Officer |
| | Date prepared | August 2018 |
| | Location | Sydney Olympic Park |
| | Department | |
| | Reporting to | DBNSW Board |
| | Direct Reports | Operations Manager, Equipment and Facilities Coordinator & Finance Coordinator |

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| Position Profile | Position Purpose | <i>The Chief Executive Officer will be responsible for developing a fledging sport to grow to become a part of mainstream sport in NSW. Driving and guiding the growth and development of the sport from grassroots through to high performance in line with the agreed strategic plan and road map. They will provide leadership, be responsible for overseeing day-to-day management, and drive the commercial and strategic objectives of the overall strategic plan. Their general oversight and daily management will ensure a smooth functioning and efficient organisation.</i> |
| | This position will work closely with DBNSW.... | Chair & Board Committees Staff Members Key external partners and stakeholders |
| | This position will focus on... | <p>Leadership - providing strong, effective leadership and direction to members and the sport in general throughout NSW, ensuring future development and promotion through well executed commercial, sport and event related programs.</p> <p>Management – leading the management team, you will be responsible for managing the day to day operations of the organisation, (including the people and financial aspects), as well as driving the strategic direction and ensuring the agreed operational plans are executed on time and reported to the board and members in line with the 3 year road map..</p> <p>Planning and Policy - working with the Board of Directors, staff, Committees and membership, you will further develop and implement a corporate vision and update the policies for Dragon Boats NSW to achieve the strategic goals across the business as a whole and ensure we are current and in line with legislative requirements.</p> <p>Revenue – find new revenue streams for future sustainability to ensure no reliance on income only from membership fees.</p> |

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| | | <p>Financial – developing the annual operating budget and managing the operations in line with agreed goals, ensuring the ongoing financial integrity of the organisation.</p> <p>Strategic Planning – Review, deliver, and report on the strategic plan in line with the agreed road map.</p> <p>Promotion and Marketing - ensuring the optimal development and promotion of all Dragon Boats NSW activities, services and programs while building the profile of the association through strong brand and communication programmes and robust marketing alliances.</p> <p>Representation and Relationships – actively representing Dragon Boats NSW at all levels, and developing and enhancing relationships with the clubs members, partners and stakeholders across the state.</p> <p>Grow the Sport – implementing strategies and practices to grow the participant base throughout NSW and provide pathways for paddlers, coaches, officials and administrators of all ages, genders and cultures throughout the State.</p> <p>Infrastructure – Review the current infrastructure for the sport across NSW and plan the necessary footprint for the sport in line with future growth opportunities.</p> <p>Customer Service – building the association’s reputation as a first-class member service organisation, driving and developing a service culture across the organisation as a whole.</p> <p>Event Management – in conjunction with staff and various support committees, manage the delivery of dragon boats regattas in NSW, including State Championships.</p> |
| | <p>Success in this position will be measured by....</p> | <ul style="list-style-type: none"> • Strong collaboration and delivery of agreed outcomes with the dragon boating community • Ongoing review and implementation of the agreed strategic vision with costed operational plans that deliver tangible outcomes on time and to a high level • Building a strong team, focusing on development of the team and individuals, and retaining quality staff • Growing the sport by developing and implementing programs that promote an increase in active participation • Planning for the necessary footprint to grow the sport across regional and metro NSW including infrastructure, resources, equipment and people • Having a financial strategy in place for a sustainable future • Being a strong leader who can not only lead a team but actively build relationships with key stakeholders and represent the organisation at all levels. • Represent DBNSW not only in NSW but Australia wide for the national growth of the sport |

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| Skills and Attributes | The individual in this position should have... <i>(Skills, qualifications and experiences required)</i> | <ul style="list-style-type: none"> • <i>Relevant tertiary qualifications in Business and/or Sports Management</i> • <i>Proven experience and success at a Senior Management level, with strong leadership skills and the ability to make difficult decisions</i> • <i>Relationship Management skills</i> • <i>Clear communication skills with an ability to set goals in line with the strategic direction, ensuring these goals are met</i> • <i>Experience in developing and managing operating budgets</i> • <i>Experience in event management</i> • <i>Highly developed verbal and written communication skills</i> • <i>Experience working with volunteer boards and/or committees</i> • <i>Experience engaging with the media</i> |
| | The individual in this position should be ... <i>(Personal characteristics, attributes desired...)</i> | <ul style="list-style-type: none"> • <i>An outstanding leader; professional, proactive, inclusive and supportive, great at managing relationships and building a collaborative team environment</i> • <i>An excellent decision maker</i> • <i>Confident in your approach to meeting changing business challenges</i> • <i>Passionate about sport development at both community and elite level</i> • <i>Committed to contributing to the overall success of the organisation</i> • <i>Able to motivate staff, drive results and deliver to expectations set on budget, on time and to a high level</i> • <i>Someone with vision and a strategic mind who can see the 'big picture' and the sustainable future of dragon boating in Australia</i> |

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| Core Values | All individuals are expected to role model Dragon Boats NSW's values |
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