

# POSITION DESCRIPTION EXECUTIVE OFFICER



**STAWELL  
GIFT**

## **POSITION DESCRIPTION - EXECUTIVE OFFICER**

### **Stawell Gift Event Management (SGEM)**

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#### **The Stawell Gift**

The Stawell Gift carnival is held over the Easter long weekend and has been run since 1878. The Stawell Gift is one of the most famous and prestigious professional footraces in the world. More than 700 athletes from around Australia compete in 65 events across the weekend, which attracts up to 10,000 ticket holders over the 3 days. 2021 will be the 139<sup>th</sup> running of the Stawell Gift, which is the only live, free to air athletics on television, with live 2.5 broadcast of the Monday's final events from 12noon to 2.30pm on Channel 7.

#### **Stawell Gift Event Management (SGEM)**

The Board of SGEM is responsible for overseeing the sound and prudent management, governance and strategic direction of SGEM's business operations. It is the role of the Board to make informed decisions in the best interest of the company members, to set the strategy for SGEM and agree the goals to implement that strategy, and to review and measure the performance of adopted strategies against defined measures. The Board reviews and approves significant policies and frameworks and satisfies itself that an effective system of compliance, risk management and internal control is established and maintained.

Comprising a minimum of 8 and maximum of 10 directors, the SGEM board has member appointed directors and independent directors and is committed to gender equality with female board members needing to make up 40% of directors at all times.

#### **Primary Job Purpose**

The Executive Officers primary purpose is to provide executive support to the Chair and members of SGEM. This role requires high level executive and secretariat support to assist the Board to address the complexities of their roles and to achieve the company purpose.

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#### **SGEM Company Purpose**

The Company's objective is to pursue the following charitable purposes:

- The operation and conduct of the Stawell Gift annually on the Easter weekend at Central Park, Stawell.
- Through the conduct of the Stawell Gift work to promote and enhance:
  - the development of opportunities for residents and businesses of the Northern Grampians Shire;
  - regional liveability in the Northern Grampians Shire;
  - active participation in athletic endeavours and healthy living principals; and
  - gender equality in sports including by way of equal prize money in men's and women's races.

#### **Key Stakeholders**

- Stawell Athletic Club (SAC)
- Northern Grampians Shire Council (NGSC)
- Victorian Athletic League (VAL)
- Victorian State Government

#### **Requirements for the role:**

- 12 -month contract (with the prospect of extending)
- 2 days a week
- Remote working

Many of the stakeholders with which this position will be working are volunteers with work or family responsibilities during standard work hours. Accordingly, this position will frequently require after hours work. Additionally, this position may require weekend work, in particular over the Easter weekend.

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### EXECUTIVE OFFICER ROLES AND RESPONSIBILITIES

#### Executive Support

- Liaise regularly with the SGEM Chair
- Liaison point for State Government
- Liaison point for SGEM service level providers as needed
- Coordinate reporting for key Board milestones aligning with the any funding agreements, including but not limited to
  - Marketing Strategy
  - Pre-Event report
  - Event Progress Report
  - Post Event Progress Report
- Assist in the development and implementation of policies, guidelines and other resources that deliver business outcomes for the SGEM
- Store Board documents on the SGEM Ltd document sharing platform (Sharepoint)
- Manage the [admin@sgemltd.com.au](mailto:admin@sgemltd.com.au) email account

#### Board Meetings

- Organise Board meetings: Coordinate and arrange meeting time, organise venue or videoconference. SGEM Ltd or one of the members to provide the videoconferencing technology.
- Provide support to the SGEM Ltd Chair as required, including seeking approval for meeting Agendas, Minutes and Action Items, and briefing the Chair before each meeting including preparing summary notes for the Chair to guide the Chair through the Agenda.
- Call for papers, prepare the Agenda, collate and distribute meeting papers via email.
- Attendance at meeting as Minute taker.
- Writing up Minutes and Action Items.
- Prepare Draft Minutes and Action Items for approval to distribute by SGEM Ltd Chair.
- Distribute Minutes and Action Items to the Board.

Maintain the Action Items register to clearly identify progress against action items, collate input from Board members on action items progressed between meetings.

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### SECRETARIAT SUPPORT: COMMITTEES AND WORKING GROUPS

#### SGEM Committees – Finance and Audit Committee

- Organise Finance and Audit Committee meetings (monthly, or as required) including attendance as minute taker, write up discussion points and action items
- Support the Finance and Audit Committee Chair as required

#### SGEM Working Groups

- Marketing and Partnership Working Group
- Operations Working Group
- Coordinate with the Working Groups about meetings and agendas and circulate action items and any brief notes as appropriate
- Distribute Discussion Points and Action Items to the Working Groups.

#### Service Level Agreement and Contract Management

- Oversight of the Service Level Agreements (SLA) to ensure expected services are delivered and value for money is achieved.
- Manage SGEM Contract Management register

#### Key Skills and Experience

- Tertiary qualifications in administration, office management, business management, sports management, or another relevant field are highly desirable.
- Demonstrated executive support experience within a dynamic senior executive environment.
- Demonstrated experience in, or understanding of, the provision of administrative support services to Committees and Boards, and the importance of showing diplomacy
- Demonstrated experience in developing, monitoring, maintaining and implementing information, records, policy and procedures.
- Understanding and experience in compliance and lodging with ASIC is highly desirable
- Previous experience liaising and working with Government contracts and documentation is desirable.

### ENQUIRIES

Stephanie Spence, Chair, SGEM, 0416 140 444

