



GOLF TASMANIA INC. STATEMENT OF DUTIES

Position:	General Manager
Reports to:	Golf Tasmania Board (through the President)
Location:	2 Queen Street, Bellerive, Tasmania
Salary Level:	Contract, as determined by the Golf Tasmania Inc. Board
Work Hours:	Full time – 38 hours per week
Staff:	5

Background and Major Duties:

Golf Tasmania Inc. currently employs the following:

- Operations Manager – contract full time
- Finance and Administration Officer – permanent full time
- Finance Manager – contract part time (one day per week)
- Golf Development Officers (2) – contract part time (as required)

The organization has 68 affiliated golf clubs as members with an associated membership of approximately 12,100 individual golfers that are located across the State.

The role of General Manager of Golf Tasmania is to provide leadership and management of Golf Tasmania's programs and operations. In conjunction with the Golf Tasmania Board, the General Manager will set the strategic direction of the organization and in particular achieve the objectives of Golf Tasmania's Strategic Plan.

The main objectives of the Strategic Plan are:

- Grow golf participation and membership
- Promote and market golf
- Provide sustainable pathways for all golfers
- Administer golf and its finances effectively
- Establish and maintain relationships to develop golf

The General Manager is responsible for the following tasks on a regular basis for Golf Tasmania Inc.:

Governance and Strategic Planning

- Convene, organize and service all meetings according to the Constitution, and to ensure that appropriate reports are circulated in a timely manner prior to meetings.
- Provide executive reports as required by the Board.
- Provide strategic and policy advice to the Golf Tasmania Board;
- Liaise and work closely with Golf Australia in relation to governance issues including the development of National wide policies and procedures;
- Manage the development, implementation and review of the Strategic Plan.
- Manage the organization to deliver the expected outcomes identified in the strategic plan;
- Manage the evaluation and review process of the Strategic Plan with the Golf Tasmania Board, staff and key stakeholders.

Commercial and Finance

- Work with the Board and staff to formulate the Annual Budget;
- Ensure that all projects and activities are conducted effectively and efficiently and managed within budget targets;
- Identify and rationalize expenditure where appropriate to ensure that the use of limited resources are maximized at all times;
- Provide leadership in the areas of sponsorship, marketing, media and public relations;
- Maintain and review existing sponsorships, and increase sponsorship revenue through the establishment of new commercial partners;
- Increase the profile of the organization and the sport through development and implementation of appropriate marketing strategies;
- Identify new commercial opportunities for example, new media, licensing, and merchandising where applicable.

Human Resources

- Effectively manage the human resources and human resource systems of the organization;
- Manage and conduct staff performance appraisals on an annual basis, including half yearly reviews as a component of this process;
- Review the terms of employment of all staff annually and manage all staff records.

Operations

- Oversee the management of all functions and programs, including golf development and participation programs, high performance programs, events and tournaments, course ratings and coach development programs;
- Develop and submit grant applications when applicable;
- Evaluate the organizations ability to deliver planned outcomes every six months and submit written reports to the Golf Tasmania Board summarizing the evaluation and expected impacts on achieving outcomes – in particular, post tournament reviews and review of State Government and Golf Australia key performance indicator targets to ensure they are met;
- Manage the process of developing, implementing and reviewing the policies and procedures of the organization.
- Provide support to the sub-committees of the Board when required;
- Develop and manage the risk management processes of the organization, including minimizing the impact of risks to the organization via insurance protection

and succession planning;

- Ensure the organizations website is always relevant and providing the information required by all key stakeholders.

Representation

- Represent the organization to government bodies, primarily the State Government and Golf Australia;
- Represent the organization to its membership. Develop and maintain strong communications and working relationships with member clubs and area associations.

The General Manager is expected to work independently, with demonstrated high level initiative, strategic thought processes and exceptional judgment to achieve all outcomes.

Close liaison is required with the all office staff, the Board, members of Golf Tasmania Inc. Sub-Committees and other external organizations to identify and meet service and information requirements.

The General Manager role will require a significant commitment – there will be a requirement for irregular out of hours work and a small level of intrastate and interstate travel.

Selection Criteria:

1. Demonstrated experience in the operations of a not for profit or similar organization with the ability to be the leader and advocate for golf promotion and development within Tasmania.
2. Develop and support the promotion of current and new initiatives that encourage increased participation at all levels.
3. Demonstrated broad, general management experience including sound business acumen, proven ability to manage staff and contractors and experience with website management, financial management and desktop computer software.
4. Possess strong relationship management skills and the ability to work with a diverse range of stakeholders.
5. Possess strong communication skills, with the capacity to communicate information and recommendations accurately, clearly and succinctly.
6. Have a sound understanding and proven success in developing new business and marketing opportunities.
7. Demonstrated experience in strategic planning processes, policies and procedure development and successful implementation.

Pre-employment Checks:

National Police Check – working with children.