

# ROLE DESCRIPTION



**Role Title:** EDUCATION & POLICY MANAGER

**Role Type:** 1 year contract

**Reports to:** General Manager

## PURPOSE OF THE ROLE

To support the OCV's Secretariat and improve and expand member benefits in policy and education within the framework provided by the General Manager.

## KEY RESPONSIBILITIES

1. Develop and provide current and additional policies and education services so that current and new members and sponsors see increasing and real value in the OCV.
2. Develop policy positions on relevant issues and for representing OCV in relevant forums. Research current and upcoming strata and community title [SCT] management issues, to develop a public position and communicate it. Act in an advocacy capacity to areas of influence within relevant industries, government and regulatory bodies, the media, as well as providing insight and analysis to Council and the association itself.
3. Develop, coordinate and deliver quality education programs such as for seminars, annual conferences, TAFE Cert IV qualification courses, public forums and other events to ensure all objectives are met.
4. Promote the value of membership and concept of pre-scheduling of professional and career objectives of members into an annual PD plan.
5. Foster PD and manage the CPD and Post Nominals programs.
6. Champion approval and positioning of strata specific qualifications with relevant organisations.
7. Prepare, manage and monitor relevant government funding applications and programs.
8. Build and further develop membership services including fee-for-service offerings [eg locum service] to ensure attainment of financial objectives.
9. Support existing members such as technical calls from members.
10. Provide thought leadership.
11. Provide advice to Council sub-committees such as for Awards, ethics and complaints.
12. Preparation of regular reports as needed.
13. Implementation of operational objectives, policies and programs within the context of the overall Strategic Plan.
14. Ensure operations are conducted in an efficient and economic manner consistent with OCV's standards, in particular focussing on improving services to members.
15. Ensure activities comply with relevant Acts, Regulations, Codes, legal demands, internal procedures, policies, controls and professional and ethical standards.

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## EXPERIENCE REQUIRED / DESIRED

- Approximately 5 years association management experience
- Professional qualifications
- Strata industry experience is not essential but an understanding would be an advantage
- A demonstrated ability to grow with the role is essential.
- Proven success in relationship management and communication.

## KEY COMPETENCIES REQUIRED

- **Builds Relationships** – Ability to establish and grow effective relationships at any level and maintain them
- **Customer Orientation** – Seeks to understand customer / member expectations and responds to their needs
- **Planning and Organising** – Is able to prioritise and organise multiple tasks to ensure defined outcomes are achieved
- **Achievement Orientation and Flexibility** – Sets and achieves challenging objectives, constantly seeks out and finds better ways to do things
- **Communications** – Able to effectively communicate at all organisational levels and in any environment in both verbal and written form
- **Listening** – Understands the meaning and intent of the communication and responds accordingly
- **Business Acumen** – Understands business principles and makes sound commercial decisions
- **Integrity** – Maintains legal, social and organisational standards and values and honours commitments

## ADDITIONAL REQUIREMENTS

- Incumbent will be required to undergo a Police Check prior to appointment
- There will be a requirement for some travel in line with the needs of the job – within Victoria and interstate

Approved By:

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Date \_\_\_\_\_