



# STATE DIRECTOR

## The Greens (WA)

### Position Details

<b>Classification:</b>	Manager 1.1
<b>Award / Agreement:</b>	Greens (WA) Staff Agreement 2020
<b>Location:</b>	Perth Metropolitan Area
<b>JDF Review Date:</b>	April 2021

### Reporting Relationships

#### **This position reports to:**

The Greens (WA) Representative Council and is managed by the appointed proxy of the Council's Administration Working Group.

#### **Positions Under Direct Supervision:**

The role involves supervision of a team of staff (currently 5 people) and a variable number of staff engaged on short term appointments during peak campaign period.

The role also involves direct supervision of volunteers at various times.

Staff employed are a mixture of full & part-time employees.

## About the Greens (WA)

The Greens (WA) [GWA] is a member of the Australian Greens, one of the many Green political parties worldwide. Over the last thirty years, The Greens have become the third force in Australian politics. Across Australia, there are Greens members elected at every level of government. Our movement is powered by volunteers who also oversee much of the work of the organisation. Our vision of the future is based on the four interconnecting pillars of social justice, ecological sustainability, peace and nonviolence, and participatory democracy.

## Role Statement

The State Director is the most senior staff member of the Greens (WA). The role leads and manages the Party's operations, resources, assets, staff, volunteers and ensures the Party meets its legal obligations. The State Director provides strategic and operational leadership, ensuring that the Party's decision-making structures are well supported and advised, and ensures that the Party's resources are deployed in alignment with the decisions and strategic plans of the Party, as determined by Representatives Council.

## About You

This is a unique job. You will be a strategist, a leader, a diplomat, and a communications expert. You will often work weekends and evenings, and you will need to be self-motivated and flexible. In return you will meet amazing Greens members from all walks of life and make a real difference to growing our Greens movement across Western Australia. If you enjoy working with people and are passionate about building a progressive Australia, you will love this job.

## Duties and Responsibilities

The State Director will work under the direction of the Representatives Council through its Administration Working Group's appointed proxy. In consultation with Regional Groups, Working Groups, Members of Parliament, members and donors, the State Director will have overall management responsibility for the Greens (WA).

### **Strategic & Operational Management**

*Contribute to the Political Sustainability of Greens (WA) by providing leadership on:*

- Organising, managing and leading on election campaign strategy working alongside staff and volunteer teams to achieve our election goals.
- Engaging, growing and retaining members, volunteers and donors.
- Engaging with the broader Community through a range of mediums including media, social media and community campaign tactics.
- Facilitating communication, cohesion and collaboration between the The Greens (WA), Parliamentary Greens Offices and other member bodies of the Australian Greens nationally.

*Contribute to the Financial Sustainability of Greens (WA) by:*

- Providing oversight of the operations and election budgets.
- Leading fundraising initiatives to meet the budget objectives of The Greens (WA).

*Contribute to Organisational sustainability of Greens (WA) by:*

- Managing crises and risks including internal & external communication risks, database and information security, workplace health and safety, and compliance with Electoral Commissions, Australian Tax Office, Employment Law and other regulatory requirements.
- Overseeing the implementation, review and development of the Greens (WA) Strategic plan to ensure relevance in the changing political landscape.
- Managing the review and implementation of The Greens (WA) Constitution, By-Laws, Processes and Procedures.

*Contribute to Organisational Outcomes (in line with the Greens (WA) Strategic Plan) by:*

- Collaborating with Representative's Council and Working Groups of The Greens (WA) to set goals to deliver on agreed organisational outcomes. These include the Administration Working Group, Election Campaign Committee, National Working Group and campaign issue groups.
- Ensuring reporting as required on the organisation's performance against the set plans, priorities and outcomes.

## **People Management**

Manages staff and volunteers (including contracts) of The Greens (WA) by:

- Communicating a consistent, clear and engaging vision and strategic direction.
- Promoting a leadership and decision-making style that demonstrates a commitment to people-powered change and consensus decision making.
- Ensuring staff and volunteers hold the skills and capabilities to fulfil roles with the Greens (WA) now and into the future.
- Driving and exemplifying a continuous improvement mindset and openness to feedback.
- Demonstrating a commitment to diversity in staff and volunteer team.

## **Essential Selection Criteria**

### **1. Shapes and Manages Strategy**

- Knowledge and experience of The Greens (WA) purpose, governance, and activities, including the four pillars on which the Greens movement and our policy is based.
- Demonstrated ability to provide highly credible and responsive strategic advice to key stakeholders.

### **2. Achieves Results**

- Experience in leading a team and a diverse and engaged community to achieve results and strategic outcomes.
- Experience working in a dynamic and agile setting; moving from big picture strategy to hands on delivery and making changes to work plans quickly and inclusively.
- Experience in managing financial and physical resources including fund raising.

- Ability to arrive at decisions in a time pressured environment while adhering to the principles of a consensus-based model.

### **3. Builds Productive Relationships**

- Experience negotiating outcomes in line with strategic priorities with internal and external stakeholders.
- Ability to create and foster a culture of cooperation, respect and trust that reflects Greens values.

### **4. Communicates and Influences Effectively**

- Experience in engaging with a diverse range of stakeholders through open and influential communication.
- Experience in developing, managing and evaluating communications for an internal and external audience; this may include advertisement creation, media, social media, emails.

### **5. Exemplifies Personal Integrity and Self-Awareness**

- Demonstrated genuine commitment to lead with the integrity through enabling accountability, effective governance and transparency.
- Empathy for and a strong personal commitment to the purpose of Greens (WA) and the broader Greens movement.
- Critically analyses own leadership style and performance and demonstrates a strong commitment to ongoing leadership development.
- Acknowledges and values individual differences and diversity across all aspects of work and adapts to situations and audiences flexibly.

## Essential Eligibility Requirements

1. Appointment is subject to a 6 month probationary period.
2. Appointment is subject to an integrity check consisting of a referee check, national police check, working with children check, and a media check (including social media).
3. Available to attend meetings (offsite and onsite) outside of normal working hours including weekends.
4. Able to travel intrastate and interstate and to stay overnight or for short periods.