



APACE Nursery WA  
&  
Community Education

## **General Manager - Position Description**

APACEWA Incorporated is a community-based organisation, focused on local sustainable development, caring for our environment, caring for our people and restoring vegetation and ecosystems.

APACEWA operates a nursery, using a paid and volunteer workforce as well as revegetation contract services, seed collection, training, other sustainable environmental projects and a community garden.

The organisation is at a point of change and is looking for an inspiring and competent person to lead the organisation into the future ensuring its relevance, vision, direction, sound organisational framework and long-term financial sustainability.

### **Position Purpose**

Under the direction of the Chairperson and Committee of Management the CEO will lead the organisation in renewing and implementing the Strategic planning process and the resulting operational plans ensuring staff contribution and participation in this process to ensure the development and success of APACEWA

Ideally the successful candidate will have both highly developed and effective communication and organisational development skills as well as the ability to operate relatively autonomously, have good judgement and excellent interpersonal skills and lead with passion and compassion.

### **Key Responsibilities**

#### **Governance & Reporting**

- Provide Strategic leadership for APACEWA working with the Committee of Management (CoM) to develop organisational strategies & achieve APACEWA's vision and mission through effective leadership.
- Provide relevant, accurate and timely information, reports and support to the CoM
- Actively participate in CoM and relevant committee and working group meetings.
- Ensure that the President is kept informed of the day-to-day happenings of all matters that are relevant to the Board.
- Ensure statutory reporting and compliance requirements for the company are met fully and expeditiously and that the accounts are audited.

- Ensure the production of the Annual Report and distribution to the membership in a timely manner.
- Ensure the Annual General Meeting is conducted in accordance with the Association Guidelines and Constitution.
- Set Committee and other meeting dates, prepare and distribute notices, agendas and meeting papers.
- Work actively and jointly with the Chairperson and other committee members to represent the interests of the organisation and to foster internal and external relationships.
- Initiate and prepare for CoM approval, discussion papers and reports as required.
- Identify and manage key risk factors, ensuring that the Risk Management policy is relevant and that succession is well documented.

### **Operational Leadership**

- Translate the strategic plan into annual business plans with clear KPI for all staff.
- Lead staff and volunteers to effectively implement the strategic and annual plans.
- Monitor external and internal environments to assess and mitigate operational risks.
- Ensure effective communication with staff and between different operational areas of APACEWA
- Ensure all required certification is maintained.

### **Financial and Asset Management:**

- With the CoM, ensure the long-term profitability and financial sustainability of the company.
- Ensure the maintenance of financial records that are accurate and current and meet all internal and external reporting requirements.
- Provide accurate and timely financial forecasts and budgets.
- Manage the financial records of membership subscriptions.
- Be responsible for financial records pertaining to project funding from the Nursery Products and all other external projects.
- Effectively manage the company's assets.

### **Human Resources:**

- Supervise and manage the employment of all APACEWA staff.
- Oversee the staff and their activities.
- Manage staff training and professional development.
- Ensure appropriate performance appraisals and staff development plans are implemented.
- Ensure a safe working environment.
- Foster the highest degree of ethics and probity among all staff.

### **Communication:**

- Oversee the delivery of APACEWA's communication strategy and activities to internal and external stakeholders and across the industry generally.
- Liaise with relevant bodies regarding the interests and needs of the APACEWA, members and the industry and represent the organisation at appropriate forums.
- Represent APACEWA at public and industry events.
- Maintain close communication with other relevant committees and organisations.

## ABOUT THE IDEAL CANDIDATE

- Tertiary qualifications in a relevant field and or substantial experience in related area.
- Demonstrated experience in provision of Board/Executive support.
- Demonstrated ability to manage and lead staff and work with diverse stake holders.
- Successful track record in team building
- Understanding of the current corporate governance issues and practices.
- Experience in strategic planning and collaborative business/program development.
- Competent skills in financial management and business operations
- Knowledge of the Industry sector.
- Demonstrated experience with successful grant applications.
- Strong written and oral communication and presentation skills.
- Ability to prioritise tasks and manage a range of issues and activities concurrently.
- Proven people management skills with a hands-on approach.
- Gravitas, maturity, presence and communication skills to win respect and build effective relationships at all levels.
- Exceptional leadership and networking.
- Capacity to have and articulate the vision of APACEWA and enthuse others to share and deliver the vision.



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