

Position Description: Executive Officer

Reports to	SPA co-Chairs, through its agreed governance arrangements for work priorities and deliverables, with day-to-day line management by the CEO of Burnie Works
Auspecting arrangement	The role will be auspected by Burnie Works and will report directly to the CEO of Burnie Works for day-to-day line management.
FTE	1.0 (Full-time)
Location	Remote, with potential options to co-locate in an office location of a SPA member, or another partner organisation
Salary range	SCHADS Level 8 (social and community services stream), pay points 1 to 3: \$135,336 to \$140,674 per annum, plus superannuation. Starting pay point is determined by qualifications and experience.
Contract period	12 months from the date of commencement with possible extension

The Stronger Places Alliance (SPA) is the collective voice of the 10 Stronger Places, Stronger People (SPSP) communities. The Alliance exists to strengthen collaboration between communities, champion community-led approaches, influence national policy and investment, and amplify place-based reform across Australia.

SPA is guided by the leadership of its member communities and works in partnership with governments and other stakeholders committed to achieving better outcomes for children, families and communities.

SPA contributes to national reform agendas including the implementation of the National Agreement on Closing the Gap, community-led decision-making, place-based approaches to social and economic development, and efforts to strengthen partnerships between communities and governments. The Alliance works collaboratively with initiatives and organisations such as Empowered Communities, the National Place Council, PLACE Australia and other partners and stakeholders advancing community-led systems reform across Australia.

Through these relationships, SPA seeks to ensure that the lived experience, evidence and leadership of place-based communities inform policy, investment and reform at local, state and national levels.

About the role

The Executive Officer provides national coordination, high level secretariat and advocacy capability to the SPA, enabling member communities to work collectively towards shared priorities while respecting the autonomy and leadership of each community. Strategic direction, positions and priorities are set by SPA members collectively; the Executive Officer's role is to service, coordinate and execute that direction rather than to set it independently. The Executive Officer is the Alliance's senior officer, responsible for establishing the SPA National Office and for advising the co-Chairs and members on governance, policy and strategy.

This role is responsible for coordinating the Alliance's national profile-building activities as directed by SPA, supporting relationships with governments and key partners on SPA's behalf, servicing collective governance, and ensuring the Alliance has the administrative capability and coordination required to achieve its strategic

objectives. The Executive Officer will support SPA's strategic engagement in national reform agendas, including Closing the Gap, place-based public policy, community-led governance and systems reform, by facilitating member participation in strategic forums, partnerships, advocacy activities and stakeholder engagement opportunities as directed by members.

The position is employed and auspiced by Burnie Works Ltd on behalf of the Stronger Places Alliance. Burnie Works provides the employing entity functions, including payroll, human resources, workplace health and safety, financial administration and day-to-day line management through the Chief Executive Officer.

While employed by Burnie Works, the role is accountable to SPA through its agreed governance arrangements for work priorities, deliverables, strategic direction and performance outcomes associated with the Alliance.

Decision-making authority

The Executive Officer operates within the authority delegated by SPA through its agreed governance arrangements. The role is authorised to execute agreed SPA decisions, coordinate initiative-level activities, and support engagement with governments, partners and stakeholders as directed. Unlike a role with delegated representational authority, the Executive Officer does not independently determine or advocate SPA positions – positions are set by SPA members and the Executive Officer's role is to carry and coordinate them accurately. The role does not direct or replace the governance or operational leadership of individual backbone organisations. Within that authority, and within financial delegations set by SPA and Burnie Works [to be confirmed], the Executive Officer is authorised to: manage the SPA work program budget and resources; recruit, supervise and develop staff as the National Office is established; represent SPA at officer level on positions agreed by members; and identify and manage operational, financial and reputational risk, escalating to the co-Chairs as required.

Key task types

Alliance coordination and secretariat support

- Convene and service SPA meetings, including agendas, papers, briefings, minutes and action tracking.
- Coordinate implementation of SPA's agreed priorities and work program as directed by members.
- Facilitate timely communication and information-sharing across the Alliance.
- Maintain the administrative and governance records required for SPA's decision-making processes.
- Act as principal adviser to the co-Chairs and members on governance, policy and strategy, providing expert and timely advice to inform their decisions.

Establishment of the SPA National Office

- Lead and manage the establishment of the SPA National Office, including preparing an Establishment Plan outlining recommended governance, staffing, operating and financial arrangements, for SPA's consideration and endorsement, with implementation commencing accordingly once endorsed.
- Lead the recruitment and development of staffing needed to deliver on the role of SPA, as directed by SPA's governance arrangements, and manage those staff once appointed.
- Develop and manage the SPA work program budget and resources, and manage operational, financial and reputational risk, within delegations set by SPA and Burnie Works.

Government and stakeholder engagement (in support of member-led positions)

- Support SPA members to strengthen, build and sustain relationships with government, funders and other key stakeholders.
- Coordinate initiative-level engagement with external partners on the basis of positions agreed by SPA.

- Prepare briefing material to support SPA members in advocating for policy, investment and systems reform.
- Support SPA's engagement with Closing the Gap reforms and other national policy initiatives relevant to community-led and place-based approaches.
- Coordinate SPA's participation in strategic partnerships, forums and networks including Empowered Communities, the National Place Council, Place Australia and other organisations aligned with SPA's objectives.

Fostering collaboration

- Support collaboration across member communities while respecting local leadership and governance.
- Support SPA to identify emerging opportunities, risks and national priorities affecting the initiative, for members' consideration.
- Foster collaboration and knowledge exchange between SPA member communities and national partners advancing community-led and place-based reform.

Learning, evidence and reporting

- Support backbone organisations to share learnings, identify common challenges and reduce duplication.
- Maintain an initiative-level record of progress, emerging trends and opportunities across communities.
- Coordinate initiative-level reporting, evidence and performance insights to inform SPA's priorities and government engagement.
- Coordinate the sharing of evidence, practice insights and collective learnings to contribute to national place-based reform and Closing the Gap implementation.

Key capabilities

Essential

- A relevant tertiary qualification and substantial senior experience, or equivalent, appropriate to establishing and leading a national coordinating body.
- Experience managing budgets, staff and organisational risk, or demonstrated capacity to do so in a new national body.
- Demonstrated cultural capability and commitment to working respectfully with Aboriginal and Torres Strait Islander communities and organisations, consistent with the National Agreement on Closing the Gap.
- Demonstrated experience in governance, secretariat or coordination roles within community development, social policy, public administration or place-based reform. A community development background on its own is not sufficient for this role; it needs to be paired with one or more of the other capabilities listed here, particularly governance, secretariat or multi-organisational coordination experience.
- Experience supporting engagement with governments, including preparing briefing and advocacy material.
- Strong relationship-building and stakeholder coordination skills.

- Experience servicing alliances, collaborations or multi-organisational partnerships.
- Sound understanding of governance and shared decision-making processes.
- Excellent written communication skills, including minute-taking, briefing papers and reporting.
- Strong organisational and administrative rigour, with the ability to manage multiple concurrent work streams.
- Demonstrated ability to lead from behind: scaffolding SPA's decision-making and executing agreed positions, without directing or deciding for members.

Personal attributes

- Collaborative and service-oriented.
- Diligent, organised and discreet.
- Trusted by, and equitable across, all member communities.
- Comfortable operating within clearly delegated authority while exercising sound independent judgement on operational matters.
- Values community leadership and shared decision-making.
- Appreciates the balance between robust governance, shared decision-making and timely action in complex multi-stakeholder environments.