

## Position Description

<b>Position</b>	Executive Officer – Sports Dietitians Australia
<b>Work Type</b>	Permanent Part time (25 hours per week)
<b>Reports to</b>	SDA Board
<b>Remuneration Scale</b>	\$100,000 (gross) pro rata plus compulsory superannuation (currently 9.5%)
<b>Additional Benefits</b>	<ul style="list-style-type: none"> <li>• Car parking</li> <li>• Learning environment</li> <li>• Time off in lieu</li> <li>• Discounted membership to MSAC gym &amp; programs</li> </ul>
<b>Location</b>	Sports House, South Melbourne, Melbourne, Victoria
<b>Date of PD</b>	May 2017

### Background

Sports Dietitians Australia (SDA) was launched in 1996 as the peak organisation for sports dietitians dedicated to inspiring, educating and empowering its members to be leaders in sports nutrition practice. This dynamic network is committed to promoting healthy eating to enhance the health and performance of all Australians, from elite athletes to the broader community.

Our purpose is to create leaders in sports nutrition practice.

#### **We value:**

**Integrity:** We strive for mutual respect with those we work with. We are honest and ethical with high standards for right conduct and practice. We deliver a level of expertise that is highly credible

**Collaboration:** We collaborate with others to ensure we have the greatest knowledge. We work with individuals, organisations, schools and corporate businesses towards a common goal

**Education:** We are knowledgeable in the area of sports nutrition. We oversee a leading edge accreditation system. We are evidence based, analytical and problem solvers

**Market Leader:** We are dynamic and responsive. We are proactive in finding solutions. Our Career Development Pathway (CDP) ensures our members are attaining the highest level of qualifications

### Position Summary

The Executive Officer (EO) works with the SDA board to set and pursue strategic goals, objectives and projects in line with the vision and values of SDA.

The EO's core responsibilities include optimising SDA's financial performance, overseeing the organisation's administrative functions, and showcasing its exceptional sports dietitian members. The EO also has day to day responsibility for all operational matters including employee leadership, Board and Committee support, project and stakeholder growth and management with industry and corporate partners. General administration, event and course organisation, book-keeping and membership services are facilitated in conjunction with other SDA staff.

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## Specific Responsibilities

### 1. **Governance & Risk Management**

- Work with the SDA Board to set strategy, goals and projects on an annual basis
- Report regularly to the board on SDA activities, corporate partnerships, financial position and forecasts and ensure the board is updated on any new initiatives and relevant correspondence to SDA
- Co-ordinate SDA Board meetings and Annual Strategic Planning Days, prepare relevant papers and ensure distribution to board in a timely manner
- Plan and run the Annual General Meeting in consultation with the SDA Board
- Conduct annual risk assessments across all facets of SDA operations (e.g. strategic, operational, financial risks)
- Oversee management of organisational records including member details and financial reports
- Ensure compliance with all relevant financial and legal requirements (including but not limited to OH&S legislation, FairWork Act, Privacy Act, Corporations Act etc)

### 2. **Financial Performance**

- Develop annual financial budgets in consultation with the SDA Board and review against performance on a monthly basis
- Identify and drive new revenue initiatives including opportunities to expand current member offering and partnerships with third parties
- Ensure that all SDA financial statements are maintained on a monthly basis (including but not limited to Statement of Performance, Statement of Position and Cash Flow) and that all obligations regarding accounts, tax and financial reporting requirements are met

### 3. **People Leadership**

- Ensure strong leadership of SDA staff to build on a positive organisational culture through the attraction, development and retention of high performing staff
- Work with staff to set KPIs and conduct regular reviews to ensure a high performing organisation

### 4. **Marketing & Business Development**

- Develop and implement marketing and social media plans with relevant staff to enhance SDA's market position and drive value for SDA, its members and its partners
- Negotiate and implement corporate partnership agreements with third parties that are aligned with and support SDA's strategic objectives and deliver benefits to our members
- Represent SDA's interest in public forums as required and ensure SDA is always represented in a manner consistent with its vision and values
- Ensure all website content and any other outbound communications is current

### 5. **Member & Public Relations**

- Oversee CDP continuous quality improvement and audits, with relevant staff and committee
- Oversee all aspects of planning & delivery of SDA PD events, including bi-ennial Conference, within time frames and agreed budget
- Implement and enhance membership retention strategies, including identifying member benefits and value-add activities
- Oversee regular communications to members to update on operational activities

**Other:**

- Occasional interstate travel will be required to attend events and stakeholder meetings
- Occasional out of hours work, such as Board teleconferences, board planning days, conferences or similar events will be required. The remuneration offered to the successful candidate recognizes this requirement and therefore is included within the remuneration package.

**Required Skills & Experience:**

- Tertiary qualifications in management and/or marketing
- Demonstrated relevant experience in senior leadership roles with growing organisations
- Demonstrated background and successful track record in marketing and fundraising
- Demonstrated background in organisational and financial management
- Ability to develop and implement strategic and operational plans
- Experience with managing staff and small project-driven teams
- High level of computer literacy (we use Microsoft Office Suite as well as range of cloud-based platforms like Co-Schedule & Xero)
- Knowledge of membership associations, not-for-profit organisational structure, governance and business framework is advantageous

**Desired Attributes:**

- Engaging, energetic, can-do attitude
- Excellent communication skills, both written and verbal
- Demonstrated ability to show initiative, particularly in relation to driving an organisation's reputation and growth
- Ability to manage multiple tasks simultaneously and prioritise according to organisational needs
- Strong capability in problem solving, negotiation, decision-making and conflict resolution
- A self-starter with the motivation and ability to work independently

Please feel free to call Stephanie Tramontin (0413 157 308) to learn more about the role and SDA.

To apply, please send a cover letter\* addressing the Specific Responsibilities listed above and your resume using [this link](#) .

*\*Like you, we're busy too so thanks for keeping it succinct!*

**Applications close Wednesday 24 May 2017.**

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