

Corporate and Administration Lead: Position Description

Position Title: Corporate and Administration Lead

Location: N/A

Reports To: Regional Council Chair

Starting Date: 1 March 2024

About Us

Our Regionalisation Pilot Vision is to “significantly increase the reach and impact of Rotary and Rotaract in Australia, New Zealand and the Pacific Islands.” Through this new model we seek to:

- Provide greater consistency and continuity of strategy across the zone
- Enable a single point of contact for external parties seeking partnerships
- Build a stronger, unified regional Rotary image and brand
- Improve efficiencies to reduce duplication and costs to members and indeed to Rotary International
- Create attractive and diverse leadership and development opportunities

Taken together, a new governance approach will ensure we are able to provide greater support to clubs and members – to meet the goals of Rotary’s action plan, whilst providing more meaningful and rewarding club experiences for members.

Position Objective

The Head of the Regional Council Corporate and Administration Unit will ideally be an experienced Rotarian who, in a volunteer capacity, will ensure close collaboration among corporate legal, regulatory, risk, finance and human resource functions advising and supporting the Regional Council. Liaison with the head of IT will be critical for successful execution of support to the Regional Council. This role will facilitate and nurture relationships that will ensure coordinated action and engagement across Regional Council Portfolios to seamlessly share information. As the governance specialist for the Regional Council, key activities will include:

- Overseeing Regional Council strategic initiatives, from development through successful execution, under the guidance of the Chair, Chair-Elect and Portfolio Leads on the Regional Council
- Assisting with and communicating decision-making, program management, and initiative implementation
- Reviewing, designing, and executing improvements to organisational structure, and finding knowledge and skills gaps and help address them

- Improving current processes and optimising organisational procedures for efficiency and productivity

The Head of Corporate and Administration will liaise closely with key staff at the Rotary International South Pacific and Philippines Office (RISPPPO) in Sydney. RISPPPO staff will be appointed as Company Secretary and be responsible for such duties as would normally apply under the Australian Corporations Act 2001.

In that capacity, RISPPPO staff will coordinate Board meetings including liaison with the Regional Council Chair for agenda setting, compiling and circulating papers to Directors prior to meetings, drafting minutes, and initiating and directing action in conjunction with the Head of Regional Council Corporate and Administration Unit to give practical effect to Regional Council decisions.

Key Responsibilities

1. Support the Regional Council and the legal entity Member (Rotary International) to ensure the company has effective and efficient systems and procedures to achieve its goals and objectives
2. Serve as liaison with volunteers, staff, and the Regional Council regarding culture, well-being of personnel, project updates, proposals, and planning
3. Coordinate the election and selection processes for Council appointments, Community Leaders and Rotary Specialists
4. Develop and build on relationships with Regional Council people for efficiency and responsiveness of existing and planned future activities
5. Serve as a subject-matter expert, dealing with inquiries, developing action plans, and assisting with the preparation of Regional Council communications as and when required
6. Develop relationships with:
 - RISPPPO
 - Regional Council Chair, Regional Council Directors, Portfolio Leads, higher level Portfolio Committees, and Rotary Community Leaders
 - Panels or individuals providing corporate legal, regulatory, risk, finance and human resource advice and management
 - Suppliers to the Regional Council and other external organisations to ensure an efficient and effective operating environment as appropriate

Person Specification

Experience

- Proven record in operational management, governance and compliance of a large company or organisation



- Able to demonstrate excellent relationship skills to work alongside Rotarians, Rotaractors and external partners at all levels across Zone 8
- Has challenged a status quo situation and has identified areas requiring change
- Excellent people skills, with the ability to manage conflict resolution
- Be eligible for appointments as a Company Secretary if and when required
- Knowledge or experience from working with volunteers within an organisation i.e. NFP Sector

Skills

- Experience in managing an entity's operational and governance framework
- Experience in organizing and directing multiple teams and departments
- Has a well-developed consultative approach, along with solid negotiation skills
- Has an aptitude for financial analysis
- Exhibits a positive, proactive attitude – is flexible and action focused
- Experience in planning and leading organisational improvements
- Appreciation of the issues and challenges likely to be faced by Rotary across Zone 8, including the many cultural and linguistic communities in Zone 8
- Able to communicate effectively, both written and orally

Qualifications

A tertiary qualification or relevant commercial / business / government agency experience that clearly demonstrates the competencies as above.