

## **EXECUTIVE OFFICER ROYAL HISTORICAL SOCIETY OF VICTORIA**

The Royal Historical Society of Victoria (RHSV) is seeking a highly organized and efficient Executive Officer. This is a full-time role as the principal manager and salaried officer of the Society.

The EO is charged with the day-to-day operations of the Society, but is responsible to the RHSV Council through the President or nominee and has primary responsibility to help the Council to pursue its mission and fulfill its purposes as defined under the Constitution.

The RHSV is the umbrella body for 340 affiliated societies. It currently has two paid employees besides the EO, a number of casual employees and a large number of volunteers who undertake much of the day-to-day work of the Society. The EO is responsible for management of paid employees and overall care and supervision of volunteers.

The salary is \$80,000 p.a. plus the usual benefits.

An initial annual contract is offered, subject to satisfactory review meetings with the President and Vice President at three months and six months.

The Position Description is on the RHSV website. <http://www.historyvictoria.org.au>

Inquiries to the Secretary, Carole Woods, [carole\\_woods@hotmail.com](mailto:carole_woods@hotmail.com)

Applications close at 5 pm on Monday 25 September. They should be emailed to the President, Don Garden [d.garden@unimelb.edu.au](mailto:d.garden@unimelb.edu.au)



**EXECUTIVE OFFICER OF THE RHSV  
Position Description and Duty Statement, September 2017**

The Executive Officer (EO) of the Royal Historical Society of Victoria (RHSV) is a full-time role as the principal salaried officer of the Society. It is a position of responsibility requiring a highly organized administrator, a high standard of professional behavior, an exceptional communicator and an articulate advocate for Victoria's history.

The EO is charged with the day-to-day operations of the Society, but is responsible to the RHSV Council through the President or nominee.

The Executive Officer has primary responsibility to help the Council to pursue its mission and fulfill its purposes as defined under the Constitution.

The Executive Officer is not a voting member of the RHSV Council, but attends meetings of the Council and its Executive and is expected to take Minutes if the Minute Secretary is absent.

The RHSV currently has two paid employees besides the EO, a number of casual employees, and a large number of volunteers who undertake much of the day-to-day work of the Society. The EO is responsible for management of paid employees and overall care and supervision of volunteers.

The salary is \$80,000 p.a. plus the usual benefits.

An initial annual contract is offered, subject to satisfactory review meetings with the President and Vice President at three months and six months.

The position demands exemplary administrative competence in:

**1. Management**

**(a) Human Resources Management**

- Supervision of staff and volunteers in a safe, congenial working environment;
- ensuring the training of staff and volunteers in working practices that protect the collections and protect the health and safety of staff, volunteers and visitors;

- ensure that all staff and volunteers have clear contracts or employment agreements that specify all terms and conditions of employment.
- undertaking regular employee reviews of staff (at least six-monthly);
- ensuring that leave forms are filled out in advance by all staff and authorized and that complete and up-to-date leave records are kept;
- ensuring that the President and Council are made aware in advance of significant staff leave and that only one staff member is absent on leave at a time;
- demonstrate high level personal organization and management.

**(b) Office management**

**Working in conjunction with the Administration Officer to:**

- design and implement a sustainable system of records management that will allow access in future years to key personnel, asset and policy decisions;
- ensure the RHSV offices are staffed by employees or volunteers, and telephones answered and library and exhibition areas open to members in a secure manner at all times as the Council determines.
- ensure the RHSV offices are open 9 am to 5 pm Monday to Thursday and 9 am to 3.00 pm on Fridays except in exceptional circumstances and with the approval of the President or nominee, and that proper notice will be given to members and the public on occasions when the offices are to be closed;
- respond efficiently to letters, emails and messages received by the RHSV, with all communications of a high standard of presentation;
- take executive responsibility for the efficient development, operation and security of the RHSV electronic and computer hardware, software and data.
- present the premises including all offices, meeting rooms, library and exhibition spaces, storage areas and amenities in a clean, orderly fashion;
- respond promptly to any risks or emergencies, and report any emergencies promptly to the President and Council;
- advise the President and Council members promptly of all significant correspondence addressed to them by name including invitations;
- serve the administrative needs of the RHSV Council and work co-operatively and constructively with the Council, staff and volunteers at all times.

**(c) Building Management**

- Ensure that the RHSV fulfills all obligations in its leasehold terms and agreement with the Planning Department in the management of the Drill Hall building.

**(d) Data Collection and Evaluation**

- Ensure the collection of data on visitor numbers, usage of the collection and other functions and activities;
- undertake appropriate evaluation of RHSV programmes.

**(e) General Administration and Reception.**

- Ensure that all staff and volunteers work in an organized and neat manner and meet deadlines;
- ensure that reception staff and volunteers respond to all communications in timely, detailed and collegial fashion;
- ensure that reception staff and volunteers welcome visitors at all times.

## **2. Financial Management**

### **Working in conjunction with the Treasurer, Council and Administration Officer to:**

- assist in the timely development of an annual budget that maintains the financial sustainability of the RHSV and its financial capacity;
- ensure that subscriptions, services, grants, items for sale and events are priced to provide a positive return;
- apply for grants, both government and private, to support the Society's operations;
- ensure that opportunities for bequests and donations are well publicised;
- manage the RHSV's operations within budget each year, ensuring that the budget plan is met;
- maintain an overview of the investment of Council funds with a view to ensuring the best secure market rates for trustee investments;
- demonstrated ability to prepare funding submissions.

### **Working in conjunction with the Administration Officer and Treasurer to:**

- ensure that the Society's monthly and annual financial reports are provided to the Executive and Council meetings in a timely and accurate fashion;
- ensure that financial information is provided to Council in a manner that facilitates Council decisions on management issues;
- ensure that accounts are paid and invoices rendered in a timely manner within normal business terms;
- create and maintain a RHSV Asset Register, and a schedule of planned maintenance and replacement of assets.

### **Working in conjunction with the RHSV Foundation to:**

- fulfil the RHSV Foundation's role to provide long-term financial viability for the RHSV.

## **3. Collections:**

### **Working with the Collections Committee and Collections Manager to:**

- protect and improve the collections of the RHSV and the premises in which the RHSV operates, recognising the unique nature of those collections and ensuring their security;
- increase the accessibility and use of the collections compatible with their preservation;
- ensure computer equipment, software, data bases of and finding aids to the RHSV collections, and access to them, are maintained at the highest standards possible;

#### **4. Public Programmes**

##### **Working with the Events and Outreach Committee to:**

- ensure the organization and publicizing of the Society's ongoing programme of lectures, exhibitions, conferences and other events.
- take a key role in delivering conferences, seminars and fund-raising activities as determined by the Council, that deliver an audience, publicity and profit to RHSV.

#### **5. Membership:**

##### **Working with the Membership Development Committee to:**

- promote membership of the Society and liaise effectively with members, donors, sponsors, funding bodies and supporters;
- deal effectively with all communications from members and, as a representative of the RHSV, from the general public;
- encourage an increase in membership including corporate membership.

##### **Working with affiliated societies and the History Victoria Support Group to:**

- maintain constructive, courteous and professional relationships with all affiliated societies
- provide services and training to assist affiliated societies and to assist and promote events organized by the History Victoria Support Group;
- ensure the organization and advance publicizing of HVSG events.

#### **6 Communications:**

##### **Working with the Publications Committee, IT staff and President to:**

- ensure production and on-time distribution of authorised communications, newsletters etc;
- ensure that the RHSV website and electronic communications are of high quality;
- produce on time the Society's annual report and documents required for its Annual General Meeting and sending timely documentation in accordance with the constitution;
- speak on behalf of the Society as required to government and in the public arena, in consultation with the President;
- keep Council members up to date with a calendar of events including meetings of Council and its committees, events organised by the RHSV or involving Council members, and deadline dates for all reports and publications;
- ensure Council members are fully briefed before any major decisions are made concerning expenditure and policy.

#### **7. External Relations:**

- Maintain and develop a constructive relationship with Creative Victoria as our major external source of funding and ensure the RHSV adheres to all funding and reporting requirements;
- improve communications and relationships with other like-minded organisations;

- attend strategic external events;
- maintain and promote the relationship with the City of Melbourne;
- support the administration of the Victorian Community History Awards in conjunction with the Public Record Office of Victoria;
- maintain and promote the relationship with the Federation of Australian Historical Societies.

## **8. Future Planning and Funding:**

- Recommend to the Executive grant applications before these are submitted;
- prepare and submitting approved applications;
- acquit all grants in a timely manner under the terms of the grants;
- be alert to funding opportunities from existing and new sources, and make timely recommendations in response to these;
- as determined by and in conjunction with the Council, present updated business plans for the RHSV as required by the Society or its funding bodies;
- improve the Council's awareness of new technologies relevant to the Society's purposes.

## **Key Selection Criteria**

### **Essential**

Experience as an Executive Officer or equivalent.

Strong track record of office and staff management, including financial management.

Outstanding skills of communication and outreach to members (and member societies) of an organisation.

A high level of personal organization, efficiency and management.

Exceptional skills in future planning and grant applications.

A strong track record of leadership and working with paid staff, volunteers and committees

A track record in successful grant applications.

### **Desirable**

A good knowledge of and interest in Victorian history.

Experience in using a CRM and other IT skills.