



Australian Principals Federation

Position	Executive Officer
Full/Part-time	Part Time with option of increasing to full time
Hours	0.6 (22.8 hours/week)
Tenure	Fixed term from 1 September 2022 to 30 August 2023
Salary Range	\$100,000 - \$110,000 plus super (Full Time Equivalent)
Location	Toorak Corporate, Malvern Victoria
Apply by	29 July 2022
Website	www.apf.net.au
Contact	Tina King (0418 478 807)

Position Description

The Australian Principals Federation (APF) is seeking to appoint an Executive Officer (EO) commencing September 2022.

The APF is a federal organisation dedicated to advancing the industrial interests of members, with state branches in Victoria and Western Australia. Membership is open to Principal Class Employees in the Government school sector of the two constituent states.

The Federation exists to protect and support members in employment related matters, and much of our activity involves industrial representation, advocacy and advice. We provide support for our members when faced with difficult and complex situations.

As the peak union exclusively for the Government School Principal Class, the Federation is registered with the Fair Work Commission ensuring compliance with relevant legislation and obligations.

The Executive Officer has executive accountability for business management and delivery of corporate services, activities and operations of the APF. The primary function of an Executive Officer is to drive and implement the strategic intent of the organisation, which is typically set by the APF State Council. The EO needs to be empowered to manage the daily operations of the organisation, taking overall direction from the President and Executive.

Responsibilities

The Executive Officer reports directly to the Victorian President of the Federation and is accountable to the Executive.

1. Executive

- Undertake all administration requirements of the Executive (both at Federal and State level)
- Complete all aspects of Executive compliance
- Support the Executive in its role of setting the strategic direction of the APF
- Ensure compliance with all relevant legislation and provisions of the Fair Work Act (and/or its amendments) and the Registered Organisations Commission (ROC)

2. Council

- Undertake all administration requirements of the Council
- Ensure compliance of Councillors with legislative requirements
- Communicate with members of the Council regarding the operations of the organisation
- Utilising the skills and expertise of Councillors to further the work of the organisation

3. Finance

- Provide the administration services of accounts payable and receivables
- Attend to all aspects of financial management
- Prepare, monitor and report on the annual budget
- Prepare all financial reports using MYOB for presentation to State and Federal Branches
- Complete all aspects of financial compliance

4. Communication

- Assist with preparation of communication on behalf of the President
- As the first point of call, provide positive interaction to existing, new and potential members
- Effectively communicate with members about routine matters and enquiries

5. Office Management

- Manage IT solutions and processes
- Manage the organisations website and social media platforms
- Initiate developments in policy, practice and precedent
- General day to day running of the office and associated administrative tasks

6. Operational Services

- Provide operational support for the President
- Provide operational support for the Executive (Federal and State)
- Provide operational support for the Council
- Provide initial triage support to members

7. Membership Development

- Maintain, manage and update the membership database – iMis
- Undertake member recruitment campaigns
- Manage membership payments and renewals
- Liaise with members on membership status and queries

8. Business Partners and Sponsors

- Manage and support the Federations business partner relationships and agreements

9. Project Management

- Manage projects on behalf of the Executive such as the AGM, Conference and other requirements

10. External Stakeholders

- Liaise and collaborate with external stakeholders

11. Other Duties

- Undertake any other duties as directed by the President
- As a member of the leadership team contribute, develop and implement key initiative and policies of the organisation

Key Selection Criteria

1. Outstanding interpersonal skills and a highly professional approach to working within a service organisation.
2. Excellent organisational ability and the capacity to effectively coordinate projects and the work of the office.
3. Ability to work within a complex and demanding environment, manage competing priorities and deliver on set timelines.
4. Excellent financial management skills including the preparation of budgets, reports and compliance documentation.
5. High level skills and extensive experience with the Microsoft Office suite and online social media platforms.

Other Information

- Experience in the educational sector is favourable however not a prerequisite.
- This is a fixed term position replacing an employee on family leave.
- Whilst initially part time, there may be opportunity to transition to full time in 2023.
- Flexible work arrangements can be negotiated in terms of days and hours.
- APF office is located at Toorak Corporate Offices in Malvern with secure underground parking provided.

Interested candidates are advised to address the key selection criteria and attach their resume to their application. **Applications to be submitted by close of business on 29 July, 2022.**

Enquiries are to be directed to Tina King, President, Australian Principals Federation, Victorian Branch on 0418 478 807 or tking@apf.net.au

