

## **POSITION DESCRIPTION** Station Manager

**TERMS:** Permanent Full Time.

**HOURS:** 35 hours per week (9 day fortnight)

**Workers Agreement:** Community Radio Federation Bargaining Agreement 2024.

**Annual Salary:** \$109,090.80 + superannuation

## **POSITION OVERVIEW**

The Station Manager is responsible for the effective day-to-day management of the station, including oversight of staff, finances, technical systems and equipment, building management, and ensuring access and equity for 3CR's volunteer workers and affiliates, according to 3CR's strategic plan.

The Station Manager reports to the member-elected Committee of Management (CoM) of the Community Radio Federation (CRF) and supports both CoM and CRF to meet their responsibilities for good governance and sustainability of 3CR.

## **RESPONSIBILITIES**

### **Station Management**

Oversee the day-to-day management of the station including:

- implementation of 3CR's Strategic Plan
- scoping and implementation of major projects
- relationship management with community broadcasting sector and other regulatory organisations
- publicity and promotion, including public speaking on behalf of the Station
- compliance with policies and procedures, and policy development as required
- building and infrastructure maintenance and improvement
- issues resolution for staff, volunteers and affiliates, including escalation to CoM as required
- legal matters affecting the Station
- OH&S, including WorkSafe reporting and Covid-19 safety management.

### **Staff Management**

Oversight and direction of staff, including:

- work-plan approval, performance appraisal and professional development
- ensuring short-term and casual staff are appropriately supervised
- ensuring appropriate direction and oversight of contractors and suppliers
- facilitating staff participation in station planning, priority-setting and evaluation processes
- responding to issues raised by staff
- implementation of 3CR's Enterprise Bargaining Agreement

- making recommendations to CoM on staffing levels and position descriptions
- overseeing recruitment and induction of employees, including contract workers

### **Financial Management**

Strategic financial planning and oversight of day-to-day financial management and reporting, including:

- preparation of annual budget
- receipt and expenditure of funds, consistent with budget and financial policies
- preparation of monthly financial reports to CoM and its Finance Sub-Committee
- preparation of annual financial reports and audit
- strategic financial planning, including management of major grant applications
- approval and oversight of project grant applications and funds
- asset management and replacement
- achievement of fundraising objectives, including annual Radiothon and Subscriber Drive
- Philanthropy experience

### **Technical Capability**

Ensure broadcast and organizational technical systems are fit for purpose, including:

- overseeing technical staff and contractors
- overseeing prioritization and resourcing of technical workflow, including issues management and project implementation
- in conjunction with Technical Sub-Committee, inform and make recommendations to CoM regarding future technical and equipment requirements

### **Station Governance**

Support CoM and CRF to meet their responsibilities for good governance of 3CR, including:

- preparation of agenda papers and attendance at monthly CoM meetings
- oversight of agenda papers and attendance at monthly Finance Sub-Committee
- consultation with staff regarding agenda and outcomes of CoM Sub-Committees
- attendance at other CoM Sub-Committee meetings as required
- recruitment, engagement and support for CRF affiliates
- preparation of agenda papers and attendance at scheduled CRF meetings
- coordination of annual election of representatives to CRF and CoM
- coordination of CoM directors induction and training
- preparation of entity annual reports
- ensure entity compliance with Australian Charities and Not-for-profits Commission and other regulatory requirements
- fulfil responsibilities as a Director of the Digital Radio Company, on behalf of 3CR

### **Accountability**

The Station Manager reports to and is employed by the Community Radio Federation, Committee of Management