Position Description
General Manager
Surveying & Spatial Sciences Institute

The Organisation
The Surveying and Spatial Sciences Institute (SSSI) is the national representative body in Australia for over 2,300 professionals in the fields of Land, Engineering and Mining Surveying; Hydrography; and other spatial sciences including Cartography, GIS, Remote Sensing, Photogrammetry and the emerging location technologies. The SSSI is a national not-for-profit limited liability company governed by a Board of Directors and managed by a General Manager (GM) in accordance with the powers delegated to the position by the Board under The Constitution of the Surveying and Spatial Sciences Institute.

The SSSI exists to:
- promote the surveying and spatial sciences professions;
- enhance the public and professional recognition and identity of our practitioners;
- establish, monitor and improve practice and ethical standards;
- develop, review and assess professional certification for practitioners;
- promote and facilitate members’ professional development and life-long learning;
- contribute to the development of the surveying and spatial sciences body of knowledge and research;
- advocate for the benefits of spatial information for evidence based decision making;
- influence international, national, state and local policies in order to optimise the application of the surveying and spatial sciences;
- represent and advocate for the interests of members as a group; and
- cooperate and collaborate with other groups having similar objectives.

SSSI pursues these ideals through the delivery of practical member services such as publications, events and network opportunities. Relationship building with government, industry partners, educational bodies and other stakeholders is also a vital element.

Purpose of GM
The GM position is responsible and accountable for developing and achieving the SSSI strategic plan in conjunction with the Board, building the reputation and profile of SSSI within the surveying and spatial sciences professions, managing the external and internal operations of the SSSI, and providing consistent high level advice to the Board on operations, policy and planning.

Key relationships and reporting structures
The GM reports directly to the Board of Directors of the SSSI, through the SSSI President who is also Chair of the Board. All region operations managers and national office staff report directly to the GM, who is responsible for facilitating efficient and effective communication and collaboration between the SSSI Consultative Council, Commission Committees, Region Management Committees and the Board.
Position scope
The position leads a team of 12 staff (permanent/temporary/full and part time) located across Australia, with a National Office in Canberra, eight Regions covering all states and territories (not all operate from an office).

Additionally, the GM is responsive to meeting the requirements and needs of a complex network of member/volunteer based National Committees, eight (8) Region Management Committees and five (5) Commissions (professional streams).

Key responsibilities
The GM will fulfil the responsibilities of this role in accordance with the SSSI’s Code of Ethics, principles and values.

1. In National Business Operations the GM will:
   - manage the overarching business activities of the Institute;
   - manage the day to day operations of National Office;
   - manage SSSI staff, volunteers and elected representative activities across the wider organisation;
   - lead the Institute’s administration by providing advice and direction to the Board, Consultative Council, Commissions and Regions;
   - facilitate the participation of elected representatives and voluntary groups in SSSI activities at the National level;
   - ensure SSSI related business needs of members and stakeholders are serviced when escalated from Regions and Commissions; and
   - ensure all SSSI business operations adhere to various legal obligations and responsibilities under Australian law.

2. In Strategic Support & Corporate Governance the GM will:
   - provide high level advice to the SSSI President and Board on strategic and operational issues;
   - support the SSSI President and Board Directors by initiating and managing agendas, minutes and action item follow-up;
   - facilitate the effective flow of strategic information and executive matters between the Board, CC, Region and Commission Chairs;
   - activate the strategic planning cycle and support the Board and CC in upholding their Constitutional responsibilities regarding the SSSI Strategic Plan;
   - implement the Strategic Plan and facilitate reporting the achievement of key objectives and goals;
   - manage the resourcing and implementation of strategic initiatives through the budget cycle, and ensure all regions, commissions and interest groups are actively supported in their strategic activities; and
   - assist the SSSI President to develop and maintain National and International representation, and build key stakeholder relationships.
3. **In Budget & Finance the GM will:**
   - provide high level advice to the SSSI Treasurer on financial issues;
   - coordinate and prepare annual budget for CC endorsement and Board approval;
   - support Regions and Commissions in their budget cycle;
   - ensure corporate and regulatory compliance; execute legal documents and develop sound financial practices and policies; and
   - ensure all budget expenditure and income is managed and reported strictly according to SSSI finance guidelines.

4. **In Communication, Marketing & Advocacy the GM will:**
   - manage, plan and facilitate a SSSI Communication Strategy, a Strategic Marketing Plan and a National Advocacy Program;
   - promote the benefits of SSSI to potential members, strategic partners and sponsors, through communications, marketing and advocacy;
   - manage stakeholder relationships to ensure maximum benefit by engaging proactively with Sustaining Partners, Educational Institutions and outreach to affiliate associations;
   - encourage SSSI professionals to identify advocacy opportunities that will raise the profile and influence of the sector;
   - promote careers in surveying and spatial sciences through participation in National and Region based initiatives;
   - manage and review all National publicity, marketing, advocacy and media products;
   - ensure SSSI information technology services are well maintained; user friendly and content is reviewed and updated in a timely manner; and
   - ensure the efficient processing and recording of all National in-coming and out-going correspondence.

5. **In Events & Awards Management the GM will:**
   - manage and develop the National calendar of CPD events in consultation with stakeholders;
   - co-convene and plan the annual SSSI/SIBA National Conference (Locate) and liaison between the SSSI and Locate Boards, ensuring that events are promoted and deliver maximum benefit to membership;
   - manage Spatial Excellence Awards and Fellows policy;
   - manage and provide resources to ensure Region Conferences are adequately supported and viable; and
   - support Regions and Commissions to collaborate with industry and academic events for the mutual benefit of SSSI and partners.

6. **In Membership & Professional Certification the GM will:**
   - manage membership applications, subscriptions and certification processes to ensure uncomplicated interaction;
   - manage and control the membership database to safeguard appropriate privacy requirements;
- promote and facilitate advice opportunities for members undertaking SSSI Professional Certification;
- manage and provide resources to ensure Certification Panels are adequately supported and viable;
- manage process for international qualification assessment by Commissions; and
- conduct SSSI elections according to the Constitution.

**Essential knowledge, skills and attributes**
The essential knowledge, skills, and attributes of the appointee include proven:
- high level leadership skills;
- general management experience;
- change management skills;
- financial management skills;
- high level facilitation skills;
- high level verbal and written communication skills;
- capacity in high level strategic planning;
- capacity in high level policy development and policy analysis;
- capacity to lead in complex environments; and
- abilities to manage competing demands within limited timeframes.

**Qualifications**
It is desirable but not mandatory for the appointee to hold relevant qualifications that enable them to strongly represent and lead the aspirations of surveying and spatial sciences professionals together with tertiary business qualifications or equivalent experience.

**Remuneration and Conditions**
A total salary package of up to $135,000 is available including superannuation and benefits. The commencement salary will be $120,000 with the potential to negotiate up to the stated maximum after the 3 month probation period.

The GM may engage in occasional professional activities of a short duration which do not otherwise interfere with the his/her ability to perform his/her contractual obligations or conflict with any of the responsibilities, providing that in each instance of such incidental activity, the GM shall consult with the Board Executive, prior to any undertaking.

Tenure will be initially for 3 years, subject to appropriate performance of duties, and the ongoing needs of the SSSI.

The position is currently based in the Canberra National Office.

Tenure may be extended for a further term by mutual agreement.

**Performance Appraisal process**
The Board Executive will conduct an initial probationary review at 3 months and then performance appraisals at 12 month intervals.
Pre-Employment screening
Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment to the Board by the Selection Panel.

How to Apply for the Position of GM
The following information must be provided to the selection panel to assess your suitability for the position:

- Your current Curriculum Vitae or resume including the names and contact details of two referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission;
- A short statement of no more than three pages which addresses each of the six key responsibilities.

Applications should be emailed to jobs@ssi.org.au no later than the Closing Date Monday 15th June 2015, 5pm AEST

Enquiries regarding the selection process should be directed to the SSSI President Elect Bernard O’Sullivan through jobs@ssi.org.au

Information about the SSSI can be found at our website www.sssi.org.au

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