

Centre for Heritage at Oatlands



Position Title	MARKETING/OPERATIONS MANAGER
Position Incumbent	Vacant
Position Number	CfH 02
Business Unit	CENTRE FOR HERITAGE (Heritage Building Solutions and Heritage Education and Skills Centre)
Location	Oatlands and as duty requires
Date	July 2017

INTRODUCTION

The Centre for Heritage was formed to facilitate the conservation, restoration and re-use of heritage buildings and sites to enhance their wider social and economic value and contribution through;

- Education and training;
- Professional advisory services and works contracting on a state and national scale,

The centre has contributed to the formation of jobs and the retention and development of skills while also framing up a model to enhance the long term capacity of the Australian Community to viably retain their heritage.

Working with strategic partners, the Centre's Tasmanian and wider focus is detailed in its Business Plan.

It is arguably Australia's only organisation adopting this "enhancing heritage value and contribution" positioning. The CfH is owned by Southern Midlands Council and operates independently under a Board operating under ASIC regulation.

THE POSITION

This Marketing/Project Manager position is a part-time (3-4 days per week) position and involves working as part of the management team to achieve the Centre's strategic objectives and its reputation for professionalism and quality within its target markets, government and industry. In particular this focus is on efficiently and viably "operationalising" the plan and its performance criteria.

CLASSIFICATION

Award

Competitive remuneration package to be negotiated.

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Engagement Status – Part Time – Pro Rata

KEY ROLES

The key roles associated with the position are summarised below. These are performed in the context provided by the CfH Business Plan and associated Board decisions.

- Contribute to and work with the Board/Management team to develop, implement, evaluate and adapt business plans, operational models, systems and processes, including to:
 - Identify areas and opportunities to achieve business success and positioning;
 - Monitor operational performance and statutory compliance, report and manage improvement in key result areas;
 - Ensure CfH projects are implemented using contemporary project, risk and financial planning, estimating and management systems and processes;
 - Develop and implement the Centre for Heritage Marketing and Communication Plan and presence/position in key arenas;
 - Facilitate the opportunities associated with the key MoUs establishing relationships with *The Tasmanian Building & Construction Industry Training Board*, *The National Trust* and *TasTAFE* and other partners;
 - Seek investment and grant funds to support the success of the CfH; and
 - Assemble the external and partner resources necessary to achieve the CfH plans.

KEY RESPONSIBILITIES

- Act as a primary contact for clients, course participants, trainers, education, funding and industry partners;
- Provide support to CfH employees and contractors to achieve their performance requirements;
- Ensure the Board and the management team are aware of opportunities, issues and risk arising to ensure appropriate consideration and decision making;
- Ensure financial and other records are in-place, current and accurate to enable effective compliance, management and audit.
- Perform specific delegations and enact board decisions; and
- Ensure OH&S and other policy objectives are met.

PERFORMANCE REQUIREMENTS

The Marketing/Project Manager performance will be evaluated on the following criteria mix. All criteria are important.

- Contribution to the professional and heritage reputation of the Centre for Heritage;
- Behavior and interpersonal skills contribute to constructive, positive outcomes and reflect the CfH values;
- Support to CfH staff, contractors and partners contributes to them achieving their CfH responsibilities;

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- Information and advice is timely, accurate and complete, enabling full consideration and confident decision making; and
- Compliance with laws, applicable regulation and CfH Policies

ORGANISATIONAL RELATIONSHIPS

- Reports to:** Executive Director and the CfH Board.
- Supervises:** Projects, Trainers, participants in experience projects.
- Internal Liaisons:** CfH board, management, project officers, tradespeople.
- External Liaisons:** Clients, Contractors, industry and education partners, funding bodies, participants.

SPECIALIST SKILLS & KNOWLEDGE (SELECTION CRITERIA)

The overarching nature of the position requires a diverse knowledge and experience base

Qualifications:

Qualifications in building trades management, training and operational marketing will be highly regarded, for example

- *Business/marketing studies*
- *Certificate IV in a building and construction trade*
- *Certificate 1V in Training and Assessment*

Knowledge and Work Experience/s:

This will include a demonstrated knowledge of and experience in:

- Implementation of Plans and Supervision
- Building trades and their application to heritage;
- Project management & regulatory compliance;
- Education and training;
- Business Development and associated marketing
- In a business team environment working with Government Agencies and Stakeholders in developing, funding and day to day management of projects
- Use of business software, including specific building industry estimating and project management systems
- A current motor vehicle license is essential.

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JOB ENVIRONMENT

Hours of participation Part-time (3-4 days per week). Some weekend and after hours work may be required, via a 'time off in lieu' system.

Location Position "head quartered" at the Centre for Heritage at Oatlands office, 79 High Street, Oatlands. Based on scheduling and priorities mobility and work in other locations will be required.

Your Rights

- To receive a position description that defines your role;
- To feel free to consult management regarding suggestions or complaints;
- To have a safe place of work, free from any form of harassment;
- To be kept informed of new developments;
- To know to whom you are accountable and to have clearly defined channels of communication;
- To be treated as a recognised member of the CFH team.

WORKING ENVIRONMENT

Occupational Health and Safety

The Centre for Heritage at Oatlands is committed to high standards of performance in respect to occupational health and safety. All staff are expected to participate in maintaining safe working conditions and practices and the elimination of workplace harassment and discrimination. Smoking is not permitted in the workplace or CFH vehicles.

Personal Protective Equipment will be provided. It is a requirement that this is utilized in areas and in activities of risk

PROJECT/MARKETING MANAGER POSITION DESCRIPTION AGREEMENT

Board (Chair or Secretary): Tim Kirkwood

Manager: Martin Farley

Incumbent:

Date Agreed:

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