

FBI RADIO POSITION DESCRIPTION

Managing Director

TERMS: Permanent Full Time

SALARY: Based on experience

OVERVIEW

FBI Radio's Managing Director reports directly to the Board and is responsible for the strategic, operational and financial management of the cultural institution and youth broadcaster across multiple platforms. The ideal candidate is highly organised with exceptional communication skills and experience managing multiple stakeholders with competing expectations. They should be motivated by opportunity, pragmatic in approach and an optimistic leader for a wide pool of staff and volunteers.

SPECIFIC RESPONSIBILITIES

- FINANCIAL MANAGEMENT

You will be responsible for the effective strategic financial management of FBI, including:

- preparing budgets and overseeing all station finances, in conjunction with the Finance Sub-Committee to maintain a healthy EBIT
- Oversee and support all existing and new revenue streams as well as analysing potential revenue trends, seeking out grant and special fundraising events and regular supporter drives
- Maintaining regular reporting schedule to multiple stakeholders including the Board of FBI and relevant regulatory bodies

- STATION ADMINISTRATION

Oversee the day to day administration of the station, including:

- ensuring that all the station's policies and processes are followed, including planning, evaluation, complaints, grievance procedures and maintenance of station files
- application of Equal Opportunity and Occupational Health and Safety principles and practices
- liaising with sector organisations including Australian Communication and Media Authority (ACMA), Community Broadcasting Association of Australia (CBAA) etc. and with outside organisations
- managing all legal matters affecting the station, including insurances
- provide support to the work of the Board including manage and attend regular board and committee meetings, derive suitable and transparent reporting and contribute to policy advice and development

- **STRATEGIC PLANNING**

Manage and deliver the stations growth in line with the organisation strategic plan, tasks include:

- liaising with board and staff to communicate, establish and manage objectives to meet FBI's mission, and develop and implement policies and procedures in line with these objectives
- drive innovative thinking, and innovation within the station
- regularly analyse the challenges to the organisation's future success within an ever changing environment, developing future proof ideas and solutions in response
- acting as a representation for the station to the public and overseeing and inspiring public promotion and growth of FBI

- **STAFF MANAGEMENT, PROGRAMMING & TRAINING**

The Managing Director is responsible for day-to-day management of all staff and contractors, including

- performance appraisal, staff development and facilitating staff participation in the station's planning, evaluation and priority processes.
- negotiations and conflict resolution and liaise where relevant with external HR consultants
- make recommendations to the Board on staffing levels and responsibilities and manage all future recruitment and on-boarding as well as oversee staff or contractors employed on special projects
- Work with and support the Program Director and Volunteer Coordinator to implement positive and responsive programming and training decisions and administration
- Oversee technical staff and priorities and in conjunction with the subcommittee, regularly review and future proof technical and equipment requirements

SELECTION CRITERIA

- Demonstrated understanding of financial management, including preparation and oversight of budgets
- Capable of the strategic management of organisational resources - including financial, technological, information, communication and human resources
- Demonstrated an ability and experience in managing and coordinating staff and volunteers
- Able to think creatively and operate effectively in the management of special event and project management
- Highly organised with an ability to translate strategic goals into operational solutions and recommendations
- Excellent people and interpersonal skills and a demonstrated ability to work cooperatively with a wide range of individuals and organisations

- Excellent written and verbal communication skills
- Demonstrated administration skills including report preparation, record keeping, policy development and ensuring that decisions are implemented
- Responsive and open to new technologies and a sound understanding of the digital, youth and broadcast environment
- A positive leader with a pragmatic approach to problem solving in an ever changing environment
- An understanding of and a commitment to the aims and objectives of FBI Radio

RESPONSIBILITY

The Managing Director reports to the Board of FBI Radio and manages key full time and part time staff, contractors and casual workers.

HOW TO APPLY

Applications close 11:59pm, Sunday May 16 2021.

Please submit a CV and a two page cover letter outlining your experience and competencies for this role addressed to jobs@fbiradio.com

FBI Radio is a not-for-profit independent broadcaster serving youth in Greater Sydney and we strive to reflect the diversity of our audience. We welcome and encourage applications from First Nations people, people from a range of cultural and linguistic backgrounds, all genders, and people with disabilities.