

ADVERTISEMENT

DIRECTOR, AUSTRALIAN POETRY CENTRE
EXCITING EMPLOYMENT OPPORTUNITY

The successful applicant will have a track record that demonstrates -

- **Solid financial, organisational, and management skills**
- **A self-starter who's a team player**
- **An inclusive leadership style and outstanding interpersonal skills**

The successful applicant in this newly-created position will play the leading management role in the establishment of the Australian Poetry Centre, whose charter is to promote the reading, writing, reviewing and appreciation of poetry.

This is an exciting opportunity to be involved in the building of an organisation and to manage and develop its publication, educational and promotional projects. A key responsibility will be to develop a financial base for the Centre to secure its future.

The position will involve working with a Board of management, APC members, volunteers, community and government organisations.

The successful applicant will, of course, have a commitment to poetry.

The Centre will be located in East St. Kilda, Melbourne, and employment will take effect from March 2007.

To be considered for interview, applicants must address the full selection criteria outlined in the position description. The position description can be downloaded from the website of the Poetry Australia Foundation, www.poetryaustraliafoundation.org.au or contact Ron Pretty rpretty@unimelb.edu.au

SEND APPLICATIONS TO:

Ron Pretty, Poetry Australia Foundation, School of Creative Arts, Melbourne University, Parkville, Vic.3010

Mark the envelope: APPLICATION

Applications can be emailed to rpretty@unimelb.edu.au but a hard copy must also be forwarded.

CLOSING DATE FOR APPLICATIONS – 23 January 2007

Applications to be postmarked no later than 23 January 2007

INTERVIEWS - It is anticipated that interviews will take place in mid February 2007.

FURTHER INFORMATION

Ron Pretty rpretty@unimelb.edu.au

Sandra Hill fittsbusiness@ozemail.com.au

POSITION DESCRIPTION

POSITION TITLE	DIRECTOR, AUSTRALIAN POETRY CENTRE
DATE OF EFFECT	1 March 2007
TYPE OF EMPLOYMENT	1 year contract, renewable annually Full-time
REPORTING TO	BOARD, AUSTRALIAN POETRY CENTRE A Board member or members will be assigned as liaison point for day-to-day matters. Formal reporting to full Board on a monthly basis.
ROLES REPORTING TO THIS POSITION	Administrative assistant Volunteer staff
GENERAL RESPONSIBILITY STATEMENT	Under the direction of the Board, to establish the Australian Poetry Centre. To implement projects and services to promote the reading, writing, reviewing and appreciation of poetry.
LIAISES WITH	Board and members, Australian Poetry Centre Writing-related organisations Community Sector agencies Relevant Local Govt./State/Federal Bodies
LOCATION	The Australian Poetry Centre will be located in East St. Kilda, at 'Glenfern' the National Trust Centre for the Arts and Culture.

1. ORGANISATIONAL INFORMATION

1.1 Introduction

The Australian Poetry Centre, (APC), has been developed under the auspice of the Poetry Australia Foundation, (PAF), a not-for-profit community-based organisation that was set up in 2002 to promote the reading, writing, reviewing and appreciation of poetry. Further details of PAF can be found in the PAF brochure and newsletters. See the PAF website at www.poetryaustraliafoundation.org.au

Following formal incorporation, the Australian Poetry Centre will become the successor organisation to PAF, with transfer of assets, programs, and membership.

The Australian Poetry Centre will initially be established through a grant from the Copyright Agency Limited, (CAL).

1.2 Strategic Plan 2007 - 2009

The Strategic Plan for the Australian Poetry Centre, at the time of writing this document, is in the early stages of development. The draft Strategic Plan includes the following elements:

Mission: To promote the reading, writing, reviewing and appreciation of poetry.

Vision: A society where poetry is enjoyed and valued as an integral part of personal and community life.

Values:

We welcome diversity of practice in the art of poetry.

We will aim to strengthen Australian poetry practice and extend its reach, both in Australia and overseas.

We will develop an organisation that is both professional in outlook and approachable in style.

We will be accountable for the projects we manage and the services we provide.

We will provide equitable access to the products and services we provide.

We will aim continuously to improve the quality of our projects and services.

We will be flexible and responsive to change.

We will encourage teamwork in the APC organisation.

We will establish healthy co-operative relations with our community networks and other organisations.

Strategic Priorities:

Financially viable organisation and services

Quality programs, projects and services to be established

An effectively staffed organisation

Co-operative community relations

2. ROLE STATEMENT - Director, Australian Poetry Centre

Under the direction of the Board, to:

Establish the Australian Poetry Centre

Establish a secure financial base for future APC operations

Provide strategic and effective management of APC projects

Contribute to the public profile and presence of the APC

Develop productive liaison and co-operation with relevant community and government agencies

Service the Board of the Australian Poetry Centre

3. KEY RESULT AREAS and MAJOR RESPONSIBILITIES

Under the direction of the Board of the Australian Poetry Centre:

3.1 Establish the Australian Poetry Centre

- Manage the establishment of the Australian Poetry Centre.
- Ensure the APC has a comprehensive set of policies and procedures so that projects and services are provided efficiently and effectively.
- Develop the Australia-wide membership of the APC.

3.2 Establish a Secure Financial base for APC operations

- Secure future funding for APC staffing and projects.
- Develop a strategic plan for future APC financing (including grants from government and private sources, as well as APC revenue-raising projects and activities.)

3.3 Service the Board of the Australian Poetry Centre

- Ensure Board members are fully informed and involved so as to be able to fulfil their policy, supervision, financial and decision-making roles and responsibilities.
- Monitor and report to Board on activities, projects, issues, problems etc. in a timely manner.
- Service Board meetings and carry out other duties as directed.

3.4 Strategic Management of APC projects and services

- Negotiate the strategic direction for APC projects and services with the APC Board.
- Provide strategic advice regarding implementation of projects and services.
- Maintain an awareness of projects and developments in Australia and overseas with a view to continually improve APC services and activities.
- Monitor performance against relevant KPIs and take remedial action as appropriate.

3.5 Manage production of APC publications, as directed, including,

- Website - maintain and develop website services
- Blue Dog: Australian Poetry*, poetry journal
- Catalogue of Australian poetry publications
- APC newsletter
- APC brochure

3.6 Manage and provide support services for educational and other projects, as directed, which may include

- Conferences, seminars, website services, workshops, competitions? Readings?
- Mentorship programmes
- Manuscript development services
- Establish and manage library of Australian poetry.

3.7 Contribute to the public profile and presence of projects and services of the APC, including

- Identify opportunities and strategic priorities to promote the work of the APC
- Liaise with Board members for appropriate representation of APC in public forums and media.
- Prepare and distribute materials as required
- Liaise and co-operate with relevant community and government agencies.

3.8 Organisation and Leadership

- Effectively lead, manage, motivate and develop team members
- Effectively manage and develop a volunteer program
- Contribute specialist expertise to project teams and committees (both external and internal).
- Contribute to building targeted, strategic alliances and partnerships with other agencies and groups, promoting the APC and its work.
- Share knowledge in a timely and responsible manner.

Effectively manage relevant APC systems, processes and standards through: meeting quality systems, standards, and procedures; seeking feedback; continuous system and process improvements.

Comply with all of the By-Laws, Regulations and Policies that are in place from time to time, including those relating to: Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, EEO, Harassment in the Workplace.

Ensure compliance with all relevant Legislation and regulatory bodies.

Ensure flexibility within the role to respond to changing needs and circumstances.

4. SELECTION CRITERIA

4.1 Skills and Knowledge

**Excellent communication and presentation skills, and well-developed leadership style.
Strong track record in the development of grant applications and management of the process.**

Demonstrated business acumen and financial management competence.

Demonstrated abilities in office management, staff and volunteer management.

Ability to work effectively with Board of management.

Demonstrated acumen in organisational and community relations.

High-level relationship management and team development skills

Demonstrated analytical and problem-solving skills.

Computer skills. Word processing, email, and internet skills essential. Desk-top publishing, data-base management, website, and spreadsheet skills would be an advantage.

Experience in events management would be an advantage.

Substantive knowledge of the Australian poetry environment and agencies, and understanding of current and emerging issues.

4.2 Personal Attributes

A commitment to poetry, and the ability to support a plurality of practices.

Strong achievement focus with a drive for continuous improvement

Ability to lead, motivate, inspire and develop team members to achieve strategic objectives

Ability to consult and collaborate with others and work as an effective member of a team

Ability to implement and drive projects to completion

4.3 Qualifications and Experience

Significant high-level work experience in a relevant field

5. PERFORMANCE DEVELOPMENT

Key Performance Indicators(KPI) will be developed in relation to the Key Result Areas(KRA) above.

An initial review will be undertaken three months after the date of commencement.

A Performance Review, that includes assessment against agreed KRAs outlined in this position description, will occur annually on or around the anniversary date. This is an opportunity to review the position description and evaluate achievements. KRA's/ KPI's will be developed annually, documented, discussed and agreed with the Board member(s) assigned as assessor.

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not be interpreted as being all inclusive.*