

POSITION DESCRIPTION: Acting Station Manager

TERMS: Seven-month fixed term contract, December 2024-July 2025

HOURS: 35 hours per week

RATE: \$57.92 p/h + Superannuation

Workers Agreement: Community Radio Federation Bargaining Agreement 2024.

POSITION OVERVIEW

The Acting 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:

- relationship management with community broadcasting sector and other regulatory organisations
- oversight of publicity and promotion
- compliance with policies and procedures, and policy development as required
- Oversight of 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
- Oversight of recruitment and induction of employees, including contract workers

Financial Management

Oversight of day-to-day financial management, reporting and strategic financial planning, 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
- manage annual audit process

- 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

Technical Capability

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

- overseeing technical staff and contractors
- overseeing prioritisation and resourcing of technical workflow, including issues management and project implementation
- convene the 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:

- executive officer duties for both CoM and CRF
- recruitment, engagement and support for CRF affiliates
- 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
- fulfill 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.