



Position Description

Deputy Chief Commissioner (Strategic Services)

Western Australian Branch

v. 2 2011.07.05

Reports to

Chief Commissioner

Appointments Reporting to this Position

Branch Commissioner, Marketing
Branch Commissioner, Policy, Planning and Review
Branch Commissioner, Risk Management

Brief Overview of the Role

- Leads and manages the Strategic Services function, with the Chief Commissioner's delegated authority, to assist in delivering high quality Scouting programs and systems throughout the Branch.
- Contributes to formulating, implementing and reviewing the Branch's policies and strategic plan, with particular responsibility for the Strategic Services portfolio.
- Advises the Chief Commissioner on the wellbeing and development of Scouting in Western Australia.
- Represents the Branch in the wider community and deputises for the Chief Commissioner as required.

Statement of Duties

Strategic Services

- Supports Scouting personnel to deliver high quality Scouting programs that reflect the association's legal obligations and society's changing expectations for risk management.
- Works with major event organisers to improve and streamline risk management plans for the events.
- Provides ad-hoc advice to Scout Leaders on the management of risk at their events.
- Reviews, identifies and promotes opportunities for improvement in the quality and effectiveness of the association's policies, procedures and forms.
- Develops, updates and implements a plan to promote membership of Scouting to the community.
- Designs, produces and distributes marketing material to Scout Groups.
- Researches, produces and issues media releases about Scout members' achievements or to provide commentary on relevant societal issues.
- Advises the branch on matters relating to the association's public image.
- Speaks and acts with the authority of the Chief Commissioner with regard to Strategic Services.

Leadership

- Conveys a positive and constructive image of Scouting and at all times reinforces the overriding importance of the Scout Promise and Law in delivering Scouting programs.
- Contributes to the formulation, implementation and review of the Branch's Strategic Plan (including input to the other DCCs' components of the Plan), manages the Strategic Services component of the Plan and provides quarterly reports on the progress of the Plan to the Chief Commissioner.
- Contributes to the formulation, implementation and review of the Branch's policies in general and with particular emphasis on those that relate to Strategic Services.
- Works actively with the other Deputy Chief Commissioners (and equivalent roles) to ensure that there is effective collaboration in thinking and complementary endeavour across all Branch portfolios.
- Represents the Branch in the wider community beyond Scouting to nurture existing partnerships and to build new relationships.
- Participates in national and international meetings and projects as required.
- Deputises for the Chief Commissioner as required.

Management

- Collaborates with the Chief Commissioner on the appointment of Branch Commissioners within the Strategic Services portfolio.
- Ensures that Leaders are provided with the information, advice and support necessary to ensure easy compliance with Scouting's policies and procedures.
- Ensures that Districts and Groups are provided with the information, equipment and giveaways to enable them to promote membership of Scouting within their local communities.
- Contributes to the formulation of the Branch's operating budget, manages the Strategic Services budget in particular, with recommendations for adjustments within the overall approved budget as necessary.
- Promotes the active recognition of the contributions made by Adult Leaders and celebrates their successes.

Reports

Prepares a brief dot point activity report for the Chief Commissioner's Council meeting, typically four times per annum, incorporating reports from each portfolio Branch Commissioner under the headings:

- Significant Achievements (since last report).
- Planned Undertakings (to be undertaken in the next reporting period)
- Key Issues (What is it that needs to be done? Where is it that it needs to be done? Why does it need to be done? Who will do it? When will it be done?)

Other Duties

- Undertakes other duties as required by the Chief Commissioner.

Scheduled Meetings

- Chief Commissioner's Council as required, typically four times per annum.
- Swan Patrol meetings as required, typically fortnightly.
- Meetings with Strategic Services team members as required, but at least bi-monthly.
- WA Branch Board and committee meetings as required, including as a member of a committee, if so appointed.
- National meetings as required.

Key Result Areas

- Builds and leads an effective Strategic Services Team.
- Provides Groups with the tools necessary for them to successfully promote Scouting in their local communities.
- Develops and implements a workable strategic plan that delivers the desired results for Districts, Groups and the Branch.
- Ensures that the branch develops and maintain important relationships with the wider community.
- Ensures that workable risk management systems are implemented to maintain an increasingly low level of safety incidents.
- Manages the Strategic Services portfolio within the approved budget.

Personal Attributes

- Demonstrates enthusiasm for and commitment to the Aim and Principles of Scouting.
- Leads, communicates with and motivates Adult Leaders and builds strong and effective teams.
- Demonstrates effective management skills.
- Achieves results through influence rather than the authority of the position.
- Accepts responsibility and being held accountable.
- Demonstrates a willingness and capacity to devote the necessary time to the role.

Qualifications

- Has at least three years' experience as an Adult Leader at Section or Group or District or Branch level.
- Holds either a Leader of Adults or a Leader of Youth Wood Badge, or has made substantial progress in

either.

- Holds a current Wood Badge (Commissioner), or gives an undertaking to complete the Wood Badge (Commissioner) within 12 months of appointment, subject to the appropriate course being available.
- Holds an appropriate tertiary qualification, or relevant experience can be demonstrated.

Term of Appointment

The Chief Commissioner determines the term of appointment to be offered. Appointments are normally for three years, or to coincide with the particular Chief Commissioner's term of appointment. The maximum continuous term of office is six years.

Acceptance of the Role

I have read the foregoing statement and discussed it with the Chief Commissioner. I am prepared to undertake the role as set out in this Position Description.

Deputy Chief Commissioner (Strategic Services)

Date

Chief Commissioner

Date