

Music Broadcasting Society of South Australia, Inc

Station Manager Position Description

Job Summary

The Station Manager is responsible for the day-to-day management, working with volunteer staff to develop, maintain and use the systems and resources that facilitate the effective operation of the organisation to provide quality programming for our listeners.

The Station Manager will promote the aims and objectives as set down in the Rules of the organisation.

Working with the Board, the Station Manager will promote the shared vision for the future of the organisation, build understanding around the current mission and assist in developing and implementing appropriate goals and strategies to advance that mission.

The Station Manager will establish operational objectives that support the strategic plan and is responsible for leading the volunteer staff in the implementation of the Strategic Plan and any annual plans.

1. Accountabilities

The Station Manager reports to the Board of Directors and assures compliance of the organisation with the terms of its broadcast license and the Community Broadcasting Association of Australia (CBAA) Code of Conduct.

2. Personal Attributes

- Qualifications in business, business development, marketing or similar field and/or management experience
- Demonstrable leadership skills and ability to effectively manage, motivate and develop teams and individuals.
- Creative thinker with the ability to identify opportunities that benefit the station.
- Excellent communication skills: verbal, written and interpersonal
- Strong organisational skills including an ability to prioritise activity
- Knowledge of community radio law, or a capacity to develop a good understanding of this area
- Experience in the monitoring of financial budgets
- It is desirable that the manager have previous experience in managing a diverse volunteer workforce in a multi-faceted organisation and an understanding of its cultural nuances

2. Key Duties

- Establish and maintain an inclusive and welcoming culture in line with the Station's Vision, Mission and Values.
- Work with the Board to develop and operationalise the 5mbs Strategic Plan
- Provide leadership to the Coordinators ensuring planning, development and implementation of policies and procedures are in line with the 5mbs' strategic and business plans.
- Ensure the efficient and sound management of the station's financial resources and assets
- Promote and ensure a strong governance framework across the station that incorporates all facets of statutory and legal requirements with emphasis on WHS, insurances and broadcast and copyright laws
- Support the financial viability of 5mbs through assisting with the attraction and retention of members and financial sponsors
- Oversee the training and professional development of volunteer staff to ensure skills are maintained and work towards the continuous improvement of the organisation
- Oversee the organisation's volunteers, including recruitment, job & person specifications and ongoing management.
- Ensure reports, recommendations, policies and procedures are developed for consideration by the Board and attend Board meetings in an advisory capacity
- Address listener complaints in accord with the CBAA Code of Conduct and provide feedback to the Board as appropriate

3. Direct Reports

- In line with the Board-approved organisational chart, the Station Manager manages the Coordinators of each unit of the station.

4. Delegations

- The Station Manager has delegated authority to commit individual amounts of Operational and Capital expenditure in line with the Delegated Authorities policy.
- In collaboration with the Coordinator of Programming and Standards the Station Manager can make changes to programming but may not make changes to the Program Grid without approval of the Board.

Please send your expression of interest detailing why you believe you would be a good candidate for the role to HR coordinator Michael Gordon at HR@5MBS.com Please direct any questions to Station President Cathie Brown at cbrown@leadersinstitute.com.au or 0439 18 16 10.