



Manager SANDBAG Position Description

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DOCUMENT NUMBER:		
SIGN-OFF	SIGNATURE	DATE:
EMPLOYEE (Print name)		
MANAGER (Print name)		

1. TITLE	Manager, SANDBAG
2. PURPOSE – How this position adds value to the business	
<p>SANDBAG is an independent community-based organisation that works within the Sandgate and Bracken Ridge community (4017/4018). We offer a range of programs to connect people to activities, facilities and services to assist them to live safe and fulfilling lives. We believe a connected and inclusive community benefits all individuals, businesses and overall enables a vibrant and healthy community.</p> <p>The Manager aligns SANDBAG's programs, services and facilities with the needs of our community in our targeted geographical area. This is achieved by:</p> <ol style="list-style-type: none"> 1. implementing a Strategic and business plan which has been developed in conjunction with the SANDBAG Management Committee 2. leading and empowering an effective and efficient Staff, 3. building, maintaining and nurturing a financially viable, agile and sustainable organisation, 4. embedding SANDBAG's values into everything the organisation does, and 5. building, maintaining and nurturing positive relationships with employees, volunteers, the Management Committee, clients, funding agencies, members, sponsors and other stakeholders 	
3. AWARD	
SCHADS Level 6	
4. EMPLOYMENT AND HOURS OF WORK	
Contracted position – 9 days per fortnight	
5. REPORTING RELATIONSHIPS	
<p>The Manager reports to the SANDBAG Management Committee.</p> <p>Program Coordinators and finance staff report to the Manager and other professionals and volunteers report to respective Coordinators.</p>	



6. RESPONSIBILITIES/JOB CONTENT			
Key Elements	Major Actions to Achieve Each Output	Weight	Key Performance Indicators
Primary Responsibilities			
1. Build and Reinforce a Value Based Culture	1.1 Leadership – to lead a culture of collaboration, inclusiveness, access, engagement and participation with staff, members and stakeholders. 1.2 Facilitate a supportive, creative, inclusive and innovative organisation. 1.3 Ensure the working environment is safe and that it aligns with SANDBAG’s Code of Ethics	H	<ul style="list-style-type: none"> • Staff effectiveness • Turnover • Survey results • Grievances
2. Operational Management	2.1 Work with the Management Committee to develop a Strategic Plan and ensure it is operationalised 2.2 Work with the Management Committee to develop and implement an annual Business Plan. 2.3 Work with partners, community representatives and relevant authorities to identify needs and issues and determine appropriate responses to be initiated. 2.4 Oversee the negotiation, management and monitoring of programs, contracts and service agreements to ensure compliance with funding body and legislative requirements and delivery of outcomes. 2.5 Represent SANDBAG on outside committees and forums. 2.6 Build productive and healthy relationships with local, state and federal government representatives	H	<ul style="list-style-type: none"> • Govt. Department compliance audits • Contract performance / evaluation reports
3. Financial Management - Viability, Planning, Funding, Revenue, Reporting	3.1 Planning – Work with the Management Committee to develop and implementation of a sustainable annual budget 3.2 Grants and revenue - engagement with funding bodies (and other potential funding/income sources), peak bodies, and business and community stakeholders, to ensure the organisation’s funding sources and income are sufficient for the organisation in the short term and sustainable in the longer term. 3.3 Regularly review the financial viability and operational efficiency of current and proposed activities and programs 3.4 Work with the Management Committee to develop a fundraising program to provide supplementary operational funding. 3.5 In conjunction with the Management Committee Treasurer, oversee the preparation of monthly management accounts in accordance with the format agreed with the Management Committee. 3.6 In conjunction with the Management Committee Treasurer, oversee the book keeping and payroll functions	H	<ul style="list-style-type: none"> • Receipt of grant funding • Generation of non-grant funding • Financial reports - Within 14 days after the end of the prior month



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	<p>to ensure accuracy of data entry, conformance to awards and contracts</p> <p>3.6 In conjunction with the Management Committee Treasurer, oversee the preparation of the annual accounts and Annual Report in accordance with statutory requirements, to be presented to the Annual General Meeting.</p> <p>3.7 In conjunction with the Management Committee Treasurer, present financial performance to the Management Committee (at the Management Committee meeting, another meeting or by email).</p>		
<p>4. Organisation Structure, Role Clarity, Accountability, Understanding, Acceptance and Expectations.</p>	<p>4.1 Recommend the organisation structure to the Management Committee for approval</p> <p>4.2 Build a lean, cost effective and agile organisation structure which keeps pace with current needs, budget constraints and opportunities</p> <p>4.3 Ensure all roles are documented and communicated with expectations</p> <p>4.4 Ensure qualifications and competencies align with current and future needs</p>		<ul style="list-style-type: none"> • Costed organisation structure presented to Management Committee
<p>5. Individual and Team Effectiveness – Management Team, Operational Teams</p>	<p>5.1 Coach, and develop staff</p> <p>5.2 Monitor performance, review and provide feedback</p> <p>5.3 Manage individual and team performance</p> <p>5.4 Monitor staff personnel entitlements including, time off in lieu, (TOIL), annual leave, sick leave and other leave entitlements to ensure the liability is within limits set by the Management Committee</p>		<ul style="list-style-type: none"> • Individual performance • Turnover • Leave accruals are not excessive
<p>6. Governance and Licence to Operate</p>	<p>6.1 Work collaboratively with the Management Committee on all aspects of organisational governance and risk management.</p> <p>6.2 Ensure all statutory obligations and compliance requirements are met for all aspects of the organisation.</p> <p>6.3 Oversee all audits of the organisation, including financial audit, HSQF audit etc.</p> <p>6.4 Ensure that all audit recommendations are implemented.</p> <p>6.5 Provide all audit reports to the Management Committee.</p> <p>6.6 Identify and manage risks and report management actions to the Management committee</p>		<ul style="list-style-type: none"> • Audit reports
<p>7. Management Committee Relationship</p>	<p>7.1 Maintain strong, open and frequent communication with the Management Committee, particularly the President and VP</p> <p>7.2 Oversee the preparation of the Management Committee</p>	H	<ul style="list-style-type: none"> • Management Committee judgement of Manager



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	<p>pack for each Management Committee meeting including a financial report in accordance with the format agreed with the Management Committee</p> <p>7.3 With the assistance of the Secretary, have Management Committee papers ready for distribution at least a week prior to the scheduled Management Committee meeting.</p> <p>7.4 Provide a Manager Report to the Management Committee at each Management Committee meeting in accordance with the agreed format</p> <p>7.5 Include a high-level summary of the funding agreements in place (and their value and expiry dates)</p> <p>7.6 A high-level summary of any funds (cash at bank) that are tethered or untethered.</p> <p>7.7 Work with the Management Committee to prepare for the Annual report</p>		performance
<p>8. Facilities and Infrastructure</p>	<p>8.1 Ensure all SANDBAG facilities are fit for purpose</p> <p>8.2 Ensure facilities are safe and managed effectively</p> <p>8.3 Ensure facilities are utilised to generate additional revenue where possible</p> <p>8.4 Ensure insurance policies are in place to cover SANDBAG events and activities</p>		<ul style="list-style-type: none"> • Facilities available • Safety incidents
<p>9 Policies</p>	<p>9.1 Ensure SANDBAG has the necessary policies to support program performance.</p> <p>9.2 Develop and implement a program to review and update Policies as required.</p> <p>9.3 Periodically revise organisational practices to ensure they align with the relevant policies.</p>		<ul style="list-style-type: none"> • Policy documents in place • Policies communicated to staff and volunteers



Decision Making Parameters (Refer to SANDBAG's Delegations Policy)

- **Assignment of tasks**
 - Assign tasks within the scope of their job descriptions
- **Spending delegation**
 - Purchase capital items, products and services which have been approved in the budget – up to a limit of \$10,000
 - Purchases outside of budget require Management Committee approval.
- **Recruitment**
 - Secure Management Committee approval before any recruitment decisions are made which impact on the budget
 - Appoint Coordinators
 - Appoint staff in collaboration with relevant Coordinators
 - Recruit volunteers as needed as long as there is no impact on the budget.
 - Appoint external consultants and contractors in conjunction with the SANDBAG Management Committee
- **Disposal of assets**
 - Dispose major assets in conjunction with a nominated Management Committee member
- **Variation of salary**
 - Vary salaries within prescribed award and CPI variations
 - Secure Management Committee approval before committing to vary wage levels or contract conditions which impact on the budget
 - Contact Jobs Australia and other external advisory bodies to seek advice before HR decisions.
- **Performance Management and Discipline**
 - Manage staff and volunteer performance as per SANDBAG policies
 - Counsel staff informally as required
 - Secure Management Committee approval before implementing formal disciplinary action within SANDBAG policies
 - Secure Management Committee approval before initiating the termination of any staff member or volunteer
- **Leave**
 - Approve leave
- **Staff Development**
 - Approve attendance at training courses
- **Finance and Payroll**
 - Full access to SANDBAG accounting software
 - Approve payroll and time sheets
 - Electronic funds transfer = 2 signatures required which are appointed by the Management Committee.
- **Contracts and Insurance**
 - Sign contracts
 - Sign for insurance policies



PERSON SPECIFICATION

ESSENTIAL SKILLS AND EXPERIENCE

- Tertiary qualifications in a Human Service discipline – Essential
- Minimum five (5) years work experience in the community sector.
- Experience with the local Sandgate and Bracken Ridge (4017, 4018) communities is desirable

KEY SELECTION CRITERIA

KSC 1. Demonstrated experience in sustainably managing a small community-based organisation which is informed by the principles of community development.

KSC 2. A sound knowledge of the social, political, policy and economic environments and their impact on the sustainability of the 4017/4018 communities.

KSC 3. A demonstrated ability to work toward the development of new sponsors and partnerships within both the private and community sector.

KSC 4. Highly developed written and interpersonal skills and demonstrated experience in submission and report writing.

KSC 5. Proven ability to manage, supervise and provide leadership within a team of both paid and unpaid workers.

KSC 6. Demonstrated ability to develop and monitor budgets, in consultation with the Financial Administrator and Treasurer of SANDBAG Management Committee