

## POSITION DESCRIPTION

**Position:** Business and Projects Manager

**Reports to:** Chief Executive

**Location:** Bedford Park

### About MCERA

The Media Centre for Education Research Australia (MCERA) is a not-for-profit organisation whose vision is to advance education by improving access to education research in the media.

MCERA provides a conduit through which educational research and researchers are made more accessible to the media. MCERA provides journalists and other users with authoritative, independent and accessible insights from education research.

MCERA assists the media to disseminate research-based stories that contribute to community understanding on important education matters by:

- providing the media with a single point of access to a wide range of education research expertise.
- promoting well-informed education news by offering the media access to experts.
- making research findings more accessible and media-friendly.
- supporting educational researchers to more effectively engage with the media.

### About the Role

The Business and Projects Manager is responsible for the smooth operation of MCERA and supporting the CEO in the running of the business and Board and committee support.

The Business and Project Manager is also responsible for the development and implementation of specific projects as they arise. Additionally, the Business and Projects Manager will help the CEO in cultivating relationships with a wide variety of stakeholders.

The role is offered at 0.3FTE, to be negotiated with the successful applicant. Ideally, the role would be undertaken over 3 days/week.

### Key Relationships, Communication and Reporting

- The Business and Projects Manager reports to the Chief Executive
- The Business and Projects Manager provides support to the MCERA Board and Committees.

### Special Conditions:

- Some out of hours work may be required.

## **Key Responsibilities and Duties**

### **Operational and financial management**

- Assist in the development and implementation of the strategic plan
- Assist in the development of business and financial plans and budgets in line with the strategic plan
- Provide human resource advice and manage the employment of casual staff and contractors
- Oversee the preparation of sponsorship agreements and establish a framework for sponsorship reporting ensuring that reporting is timely and meets sponsors' needs
- Build and maintain excellent working relations with all of MCERA's stakeholders, including sponsors, government and other organisations.
- Undertake other duties as directed

### **Board support**

- Undertake research and prepare reports for the Board on matters including financial reports, policies, progress reports, options papers and plans
- Assist in supporting the Board of Directors to ensure effective governance of the organisation
- Provide administrative support to Board committees as required
- Short-term project work to support the CEO and the Board to meet organisational objectives

### **Risk management**

- Assist in implementing a risk management framework and strategy
- Maintain appropriate operating procedures and internal audit processes and controls in line with legislative requirements, ACNC and ASIC requirements.

### **Technical, Professional/knowledge and experience**

#### **Essential**

- Previous experience leading and working in a senior role
- Exceptional proven project management skills, including ability to self-manage, initiate activity and juggle priorities
- Demonstrated business acumen
- Experience in stakeholder management and engagement

#### **Desirable**

- Experience in working with a Board of Directors or similar governance structure
- Qualifications in business management or a related field
- Fundraising experience in the not-for-profit sector