

21 April 2020

ADVERTISEMENT

History Council of Victoria

We are hiring!

Executive Officer (0.2 FTE)

Our Executive Officer is planning to retire during the second half of 2020. We are therefore recruiting someone to succeed her.

Initially, and for a period that will conclude with the retirement of the current employee, the new appointee will job-share with the current Executive Officer (also 0.2 FTE). During that period, the new appointee will focus on our long-standing History Roadshow program and will receive hand-over guidance about other duties from the current Executive Officer.

We're looking for someone with:

- Knowledge and understanding of the history profession
- Interest and skill in promoting the value of history
- Administrative experience and organisational skills (with a good eye for detail)
- Excellent interpersonal, communication and written skills
- General competence with audio/visual media and specific experience with online conferencing platforms

Please visit https://www.historycouncilvic.org.au/we_are_hiring for the Position Description, including information on how to apply.

Applications close by email at 5 pm on Monday 4 May 2020.

Interviews will be held via Zoom during the morning of Friday 8 May 2020.

POSITION DESCRIPTION – EXECUTIVE OFFICER (0.2 FTE)

Overview

The History Council of Victoria Incorporated (HCV) is the peak body for history in the Australian state of Victoria. Its vision is to connect Victorians with history and to inspire engagement with the past, their identity and the world today.

The HCV was formed as an advisory body in 2001 and incorporated as an association in 2003. It comprises representatives from cultural and educational institutions and heritage bodies; history teachers and curriculum advisors; academic and professional historians; and local, Indigenous, community and specialist history organisations.

As the peak body for history, the HCV has both 'outward-looking' roles (including advocacy and representation to government and the wider community, consultation, community education, and networking with allied interest groups) and 'inward-looking' roles (including member support, information dissemination, and networking between members).

The HCV is governed by a voluntary Board and managed by a part-time Executive Officer who is responsible for:

- Managing the HCV's administrative functions and assets, including reports arising from meetings of the HCV Board;
- Reporting to enable others to report on budgets, financial processes and transactions;
- Coordinating the HCV's events and public programs, including the annual History Roadshow and the HCV Friends program.

The current Executive Officer plans to retire during the second half of 2020. The Board now aims to recruit her successor. This will involve a staged process:

Stage One: The new employee will be appointed at 0.2 FTE with the interim title of Deputy Executive Officer and will job-share the Executive Officer role with the incumbent (also 0.2 FTE) for approximately six months. The main responsibility for the Deputy Executive Officer during this stage will be the History Roadshow program. For the Deputy Executive Officer, the first four months of Stage One will be a probationary period.

Stage Two: The current Executive Officer will provide at least one month's notice of her retirement date, between July and November 2020. With effect from her retirement, the job-sharing will cease and, subject to the Deputy Executive Officer's satisfactory performance during Stage One, that person will be appointed as the Executive Officer.

Stage One – Responsibilities of the Deputy Executive Officer (interim and probationary appointment, 0.2 FTE)

The History Roadshow is a free program of presentations tailored to regional Victorian students of History in Years 11 and 12. The program aims to provide VCE students with rich curriculum-related opportunities to engage with academic and professional historians. It is modelled on an earlier outreach program, the 'History Safari', and has been touring throughout regional Victoria in its current mode since 2006. This year, it might be delivered remotely in order to comply with social distancing requirements.

The Deputy Executive Officer is responsible for:

- Delivering the History Roadshow program in accordance with the conditions of a grant received from the Strategic Partnership Program of the Department of Education and Training;
- Managing changes to the History Roadshow program that may be required as a result of the COVID-19 pandemic and during the period of recovery;

- Assisting members of the Board in applying for triennial funding under the Strategic Partnerships Program of the state Department of Education and Training;
- Reporting on the 2020 program as part of the formal acquittal of the 2018-2020 triennial grant; and
- Learning the Executive Officer's role via shadowing and hand-over activities.

Stage Two – Responsibilities of the Executive Officer (0.2 FTE)

Administration

With guidance from the Chair (and also the Board and its committees): providing administrative support to the HCV Board; serving as the appointed Secretary of the HCV; drafting of plans, correspondence and other documents; managing the office (including collection of mail, filing and correspondence); maintaining the website; assisting with production of the Annual Report.

Asset management

With guidance from the Treasurer: taking charge of cheque books; supporting the HCV Public Fund committee in managing the HCV public fund bank account (ANZ); managing the HCV operational bank account and any term deposits (ANZ); making payments by EFT; reconciling income received via the website and the Stripe banking service; supplying details of all financial transactions to the book-keeper to enable preparation of quarterly BAS returns; drafting the annual budget; monitoring current and projected expenditure against the budget; managing the HCV's physical and digital assets.

Community Outreach, Liaison and Event management

With guidance from the Board and its committees: liaising with historians, the school sector, plus other educational and cultural bodies and individuals as required to deliver programs and projects; communicating with stakeholders via occasional e-bulletins (i.e. the general E-news and, for Friends, the 'Alert' email); managing the History Roadshow program; coordinating the HCV Friends program and other approved public events.

Fundraising

With guidance from the Board and its committees: assisting with the preparation of grant applications.

Selection Criteria

Essential

- A tertiary qualification
- Knowledge and understanding of the history profession
- Interest and skill in promoting the value of history
- Administrative experience and organisational skills (with a good eye for detail)
- Event management experience
- Excellent interpersonal, communication and written skills
- Capacity to effectively liaise and build networks with relevant organisations

- Ability to work independently and effectively manage time
- Competence in the use of computer word processing and spreadsheets
- General competence with audio/visual media and specific experience with online conferencing platforms

Desirable

- Knowledge of board meeting procedure
- Financial management experience
- Knowledge of accounts and financial reporting
- Knowledge of website content management and maintenance systems
- Experience in using social media tools or platforms
- Marketing experience including e-newsletter and publication development
- Ability to work from home if access to the office is restricted during the COVID-19 pandemic and during the period of recovery

Times and office location

- The Position is for approximately one day (7 hours) per week.
- The Position requires flexible working times.
- The HCV office is located at the RHSV, 239 A'Beckett Street, Melbourne.

Remuneration and Employment conditions

- The gross salary is 0.2 *pro rata* of \$51,373 per annum. This equates to \$197.59 per week.
- Remuneration is paid in arrears, normally monthly, following the Treasurer's approval of a timesheet recording the hours worked.
- The HCV will make superannuation contributions at the minimum rate (currently 9.5%) of the gross salary.
- The HCV's conditions of employment include provisions for annual leave, sick leave and long-service leave.
- The HCV offers an annual employment agreement that coincides with the calendar year and is renewable by negotiation, subject to availability of funding and satisfactory performance by the Executive Officer.

How to apply for this position

- Applications close at 5 pm on Monday 4 May 2020.
- Please email info@historycouncilvic.org.au with three attachments (PDF or Word): your covering letter, your CV (including details of three professional referees) and your response to the selection criteria.

- In your covering letter, please confirm your availability for interview by teleconference (using Zoom) during the morning of Friday 8 May 2020.

Further information

HCV website: <https://www.historycouncilvic.org.au>

History Roadshow program: https://www.historycouncilvic.org.au/history_roadshow

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