



## GENERAL SECRETARY

### POSITION DESCRIPTION

#### Organisational Overview

The Australian Labor Party (NSW Branch) is the largest branch of Australia's oldest political party. The Party endeavours to achieve the political and social values of equality, democracy, liberty and social cooperation. The organisation is made up of members and affiliated unions who work together to campaign for Labor governments at a local, state, and federal level.

#### Primary Purpose of the Role

The General-Secretary is the Chief Executive Officer of the Australian Labor Party (NSW Branch) who has the power, duties and/or functions to lead and manage according to the directions of the State Conference and Administrative Committee. She or he is responsible for the care, control, superintendence, management and administration of the Party.

#### Key Role Dimensions

To apply specialised knowledge, skills and professional judgement to decisions relating to the Party's key functional areas including, but not limited to:

#### Campaign Director

- Election campaign preparation and implementation of a continuous campaign in conjunction with parliamentary teams, local government representatives and the union movement;
- Identifying and supporting marginal and target seats;
- Development and implementation of a digital campaign and engagement plan;
- Development and implementation of research programs which underpin strategic and tactical decisions before, during and after campaigns;
- Developing and implementing sustainable fundraising models to underpin State and Federal campaign plans

## Administration

- Developing (in conjunction with the senior management team) strategic and operational plans and budgets for consideration and approval of the Administrative Committee;

Developing and reviewing organisational policies, including a business continuity plan, financial policies and procedures, and staff induction processes;

- At the close of each financial year, preparing a statement of receipts and liabilities to which the Auditor's Report shall be attached. Upon completion of the statements, present them to the State Executive;
- Keeping and maintaining adequate membership records; detailed accounts of all funds received in accordance with the Rules of the Party and relevant electoral laws; all documents and property of the Party
- Attending, when available, all meetings of State Conference, Administrative Committee, State Executive Board and the Audit and Risk Committee
- Being an ex-officio member of all committees established by the State Conference or Administrative Committee
- Ensuring induction, support and training is provided for the members of the Administrative Committee, State Executive Board and the Audit and Risk Committee

## Members and Stakeholders

- Development and delivery of engagement activities for Branch members and affiliated trade unions;
- Identifying growth opportunities within affiliated trade unions and the community to increase Branch membership, Party activists and volunteers;
- Supporting all Party Units, office holders and volunteers in the proper function of their duties - including campaigning and compliance obligations;
- Responsibility for making any required media statements in connection with the Party's business
- Ensuring the Returning Officer has sufficient resources to discharge their duties;
- Making day to day political decisions in conjunction with the Assistant General Secretaries on a consensus basis wherever possible.

## Key Capabilities

### Personal Attributes

#### Integrity

- Model high standards of ethical behaviour and reinforcing them in others;
- Represent the Party in an honest, ethical and professional way.

## Qualifications and experience

### Organisational leadership

- Ability to engage in strategic and operational workforce planning to effectively use resources to achieve Party objectives;
- Ensure organisational strategy is clear, appropriate and communicated;
- Develop roles and responsibilities for staff;
- Develop team plans in view of existing and potential strengths and capabilities;
- Monitor, address and resolve team and/or individual performance matters.

### Exceptional stakeholder management skills

- Liaise with all stakeholders on key issues, providing influential advice as needed;
- Develop and maintain effective working relationships within the Party, affiliated trade unions and the broader community to further the Party's objectives;
- Ensure systems and processes respond adequately to the needs of members and affiliated trade unions.

**Member of the Australian Labor Party with a deep understanding of, and commitment to, the labour movement**

**Excellent knowledge of the NSW and federal political landscape**

## Skills and competencies

### Effective communicator

- Ability to present and engage with a variety of stakeholders to give frank and honest advice, often in response to alternate views;
- Adjusting style and approach for different audiences to optimise outcomes;
- Understanding the value of creating opportunities for others to contribute to discussion and debate and the capacity to actively listen to contributions.

### Negotiation

- Recognising outcomes can be achieved through effective co-operation and collaboration;
- Facilitating opportunities to allow stakeholders to better engage and collaborate in order to develop joint outcomes;
- Accepting constructive feedback and responding in a thoughtful and considered way;

### **Innovation and Change Management**

- Establish a culture which encourages self-reflection, initiative and continuous improvement;
- Encourage staff to identify, develop, implement and maintain proposed innovations and improvements;
- Realign existing structures, systems and processes to improve organisational performance and outcomes;
- Capacity to evaluate implications across the Party when considering proposed changes or structural responses to issues wherever they arise;
- Ability to monitor the implementation of new initiatives and make adjustments as and when required.

### **Accountabilities and reporting lines**

- State Conference
- Administrative Committee
- State Executive Board
- Party President