



D U T Y S T A T E M E N T

TITLE OF POSITION	Assistant Chief Commissioner People and Culture
REPORTS TO	Chief Commissioner
DIRECT REPORTS	Branch Commissioner (Adult Training and Development) Branch Commissioner (Vocational Education and Training) Branch Commissioner (Diversity and Inclusion) Branch Commissioner (Core Skills) Branch Commissioner (Process Custodian) Branch Commissioner (Ethics) Project Commissioners Branch Commissioner (Child Safety)
LIAISES WITH	Chief Commissioner Deputy Chief Commissioner, Member Experience Assistant Chief Commissioners Region Commissioners Branch Commissioners BSO Staff
DELEGATIONS	TBC
MEASUREMENTS	Growth in Scouting Membership in Queensland Strong satisfaction results through Member surveys for program activities and events Reduction in member turnover Timely responses to Complaints
PURPOSE	The purpose of the Assistant Chief Commissioner People and Culture is to ensure through the delivery of the Program a great and safe experience for all members of Scouts Queensland, which supports ongoing growth of Scouting in Queensland. To be responsible for the effective implementation of the World and National Adult in Scouting Policies and the Adults in Scouting Policy implementation for Scouts Australia Queensland Branch.
Member Experience	Member experience is the feeling our members get when they participate in the delivery of the Scout Program and how that influences their perception.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Developing and implementing a systematic program of continuous improvement for Adults in Scouting (AIS) to improve the effectiveness, commitment and motivation of Leadership to produce better programs for young people and a more efficiently managed organisation. • Owning the process of attracting, supporting, developing Adult members of the Scout Association into one managed portfolio to provide competent Leadership for the benefit of young people.
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- Providing a framework of opportunities for the personal growth and development of Adults in all positions in the Scout Association.
 - Leading a suitably qualified Branch Team empowered to act as the technical authorities/coaches, trainers and mentors for components of the Adults in Scouting role as specified within a respective Position Descriptions.
 - Providing a leadership / consultancy role to Region & Branch Commissioners in the delivery of AIS, within their respective areas of operation.
 - Maintain a close working relationship with all Assistant Chief Commissioners and Branch Commissioners to enhance Program development.
 - To develop and deliver programs that highlight a “culture” of the importance and focus on delivering the program.
 - To have all position descriptions updated, held centrally and made available through the Scouts Queensland Website(Sharepoint)
 - Ensure Policies and Procedures in QBSI (Document Hierarchy) are up to date.
 - Undertaking other duties as mutually agreed with the Chief Commissioner.
 - Attend Chief’s Council and BSO Team Leaders meetings monthly and other meetings and conference as requested.
 - Act for and on behalf of the Chief Commissioner as required.
 - Work collaboratively with any BEC subcommittee to achieve strategic or operational outcomes.

CRITERIA

- Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
 - Be enthusiastic and able to motivate, build, lead, and chair teams among both youth and adults.
 - Be inclusive in leadership style.
 - Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
 - Be able to communicate effectively with all levels in Scouting and be an accomplished public speaker to the community.
 - Be able to mediate, carry out reviews, write reports and make recommendations.
 - Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
 - Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
 - Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken.
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