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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Branch Commissioner (Operations)
<b>REPORTS TO</b>	Assistant Chief Commissioner – Sustainability & Operations
<b>DIRECT REPORTS</b>	Branch Operated Campsite Management Committees Caretakers at Campsites without Campsite Management Committees Assistant Branch Commissioner (Campsites) Branch Adviser (Environment)
<b>LIAISES WITH</b>	Branch Campsite Strategy Committee Branch Commissioner (Branch Equipment & Activity Store) Branch Commissioner (Adventurous Activities) Region Commissioners Branch Commissioners District Commissioners Other Campsite Personnel
<b>DELEGATIONS</b>	Nil
<b>MEASUREMENTS</b>	As negotiated
<b>PURPOSE</b>	To assist with delivering enhanced strategies associated with the management of the Branch Managed Campsites including daily operational activities and events, risk, compliance, child safety, WHS and direct supervision of Campsite Management Committees and Caretakers where no Campsite Management Committee exists. This role also seeks to support the broader strategy of the Sustainability & Operations portfolio.

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Be a champion of change – ensuring that our campsites, facilities and activities are primarily for the benefit of our members, whilst actively ensuring that members are being taken together on the change journey</li><li>• Be the Formation Leader for each of the Branch managed campsites</li><li>• Ensure each Branch managed campsite is well managed in terms of legislative, P&amp;R and QBSI compliance, asset management and customer service practices</li><li>• Coordinate pricing for campsite services for Branch Finance Committee approval in collaboration with the Campsite Strategy Committee</li></ul>
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- Ensure Finance and Property Returns are submitted in accordance with established guidelines
  - Coordinate maintenance planning and annual operating budget preparation and submission
  - Assist with the coordination the development of master planning for each Branch managed campsite through to identification and scoping of projects for funding requests
  - Participate actively within the Campsite Strategy Committee
  - Liaise with each Branch managed Campsite Management Committee
  - Communicate relevant changes within Scouting with Branch Managed Campsite Management Committees and escalate issues that cannot be resolved at this level
  - Monitor the compliance of equipment managed by Branch managed campsites with safety requirements, boating certificates, and/or legislative requirements
  - Liaise with the Branch Commissioner (Adventurous Activities) and the Adventurous Activity Team on the opportunity to either temporarily or permanently house/construct/provide adventurous activity facilities and equipment on particular Branch managed campsites
  - Liaise with the Branch Commissioner (Branch Equipment & Activity Store) on the opportunity to either temporarily or semi permanently store equipment on campsites
  - Lead projects as requested or agreed to with the Campsite Strategy Committee – preparing papers, quotes and trades people to deliver outcomes within agreed timeframes
  - Drive capital works and site improvement programs which see our assets serving our members whilst attracting new external clientele/hirers
  - Assist with operational activities where possible – eg Holiday Outdoor Experience and other income generating events or activities
  - Actively communicate using Teams, emails, phone calls, etc on a daily basis to help proactively move forward
  - Any other duties as requested by and in support of the Assistant Chief Commissioner – Sustainability & Operations

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## **CRITERIA**

- A personal commitment to the Aim and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law
- Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a



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clear understanding of the methods which make it distinctive from other youth organisations.

- Be enthusiastic and able to motivate, build, lead, and mentor 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.
- 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.
- Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken
- Have a sound understanding of Child Safety in accordance with Qld. Branch Policies, Principles, Standards and Procedures.
- Proven ability to prioritise workloads and multitask to ensure commitments are filled in a timely manner.

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**ROLE SPECIFIC CRITERIA**

- Hold a Program Support Leader (Leader of Adults) wood badge or be prepared to complete Program Support Leader wood badge training within 12 months of appointment.
- Hold Management qualifications or management experience
- Have a demonstrated ability to work effectively with Adults Members