

POSITION DESCRIPTION



Business	Q Cup Mackay Ltd t/a Mackay Cutters
Position Title	Chief Executive Officer
Reports to	Mackay Cutter's Board of Directors
Nature of Employment	Full Time
Classification	Salary

DUTY STATEMENT

Key Accountabilities

- To maintain the integrity of our culture by aligning always with the Vision and Values of the organisation. The EO will be tasked with driving the Strategic Plan and working closely with the Board, staff, and all stakeholders to implement this plan.
- To provide and ensure the highest standard of service to all customers and staff by performing the duties listed below in a highly efficient, effective and professional manner while adhering to all corporate & WH&S policies and procedures.

Duties

Essential duties and responsibilities include but are not limited to:

Management

- Implementation of the Mackay Cutters 2018 – 2020 Strategic Plan and beyond
- Oversee the Risk Profile of the business and act in line with the Risk Management Policy.
- Overseeing the day to day operations of the Mackay Cutters and adherence to the processes and procedures of the operation.
- Ensure compliance with all regulations and guidelines set out by the QRL and which abide by the rules of the competition.
- Oversee the financial position of the Club and ensure that the Club meets its financial expectations and forecasts, alerting the Board if these forecasts are not being met or if the financial position of the Club is at risk. This will include the development of an annual budget and monitoring this budget against actual income and expenditure on a daily, weekly, monthly and yearly basis.
- Deliver a monthly Performance Report to the Board, including items relating to the overall operations of the Club.
- Preparation of Board papers and undertaking general Company Secretary style responsibilities at Board meetings
- Negotiate and oversee all Coaching and Player contracts on behalf of the Mackay Cutters
- Establish and foster ongoing good relations with the MDRL, MDJRL, QRL and any other related body.
- Management and mentoring of staff within the Organisation, including all administrative, coaching, sub-contractors and casual staff, to ensure their personal development as well as a high level of job performance.
- Secure, monitor and foster relationships with sponsors at all levels. Oversee sponsorship agreements and ensure that these are reviewed and kept up to date.
- Oversee the management of relations between all media, the Club and the team.

Operations

- Organize all that is necessary for home and away fixtures, including liaising with opposition clubs to ensure that our players, staff and other associates are catered for when on tour.
- Oversee the organisation of all Club events – for sponsors, players and staff, ensuring that all events are professionally run, cost effective and well supported.
- Develop and maintain personal relationships with key executives at various levels – e.g. opposition clubs, local sporting bodies, local government etc.
- Represent the Club at local or industry functions, community events, awards nights, hearings etc.
- Overseeing of any application by the Mackay Cutters for all appropriate government funding initiatives
- Advancement of the Mackay Cutters sponsorship strategy
- Provision of an effective lobbying presence with the local Councils, as well as with local State and Federal Members of Parliament
- Growing organizational capacity, including bringing to the attention of the Board opportunities for innovation and business development

Stadium

- Manage the overall operations of the Stadium in line with the agreement with Mackay Regional Council (Stadium Management Agreement 2018), including responsibility for strategic planning, financial management, marketing, administration, general maintenance & presentation of the property, buildings, infrastructure & grounds.
- Delivering KPI'S in line with the agreement with Mackay Regional Council (Stadium Management Agreement 2018) & monthly reporting on these to the Mackay Regional Council

Future Development

- Working with the Board on the development of the 2018-20 Strategic Plan and beyond
- Working with the Mackay Cutters Coaching Director & NRL affiliate to grow the various coaching and development programs and provide pathways for both players and coaches
- Work closely with the NQ Cowboys to identify opportunities to enhance the relationship in line with our Strategic Plan

Qualifications & Experience

- Tertiary qualification in relevant discipline and/or demonstrated experience in a similar position

Capabilities

- Strongly supports members of the Mackay Cutters through collaboration and assisting the administrative and coaching staff as appropriate. Seeks out opportunities to assist team members and sponsors to achieve their business goals.
- Strongly leads by example, provides clear expectations and direction. Encourages and motivates people to believe what they do makes a difference and uses different leadership styles to achieve objectives.
- Consistently strives to delight Stakeholders, anticipating needs, exceeding expectations and going the "extra mile" in terms of service delivery.
- Has tenacity in pursuing goals, showing focus in the face of opposition and ensures personal goals are aligned with the company objectives.
- Strategically plans direction for area of responsibility. Captures the strategic intent of key stakeholders or influencers to identify future directions and plans the changes necessary.
- Displays strong commercial acumen. Analyses key drivers, opportunities and competitive advantages to develop strategies to benefit the business.
- Has strong connections within the local community.