

	Title	General Manager
	Reports to	Chairperson, Presentation Association Board
	Date Revised	January 2025

This position description broadly describes the duties, conduct, knowledge, skills, attributes and experience required by the jobholder. The position will evolve and change over time, in line with the changing strategic and operational requirements of Presentation Association Incorporated.

Primary Purpose

This role is authorised and accountable for the overall efficient, effective and appropriate management and operational performance of Presentation Association Incorporated, ensuring its work, services and projects are focused on the delivery of the Presentation Sisters Victoria mission.

Organisation Approach

Presentation Sisters Victoria (PSV), Presentation Association Board (PAB) and Presentation Association Incorporated (PAI) values respectful cooperation, collaboration and conversation to guide conduct, decisions and actions.

Areas of Responsibility

Operational planning	Property	Human Resources
Operational management	Administration	Governance
Information Technology	Service delivery	Board support
Finance	Reporting	Risk management

Responsibilities and duties

- Uphold and champion the mission and ensure its intent is integrated into the organisation's culture, work, services and projects.
- Manage the day-to-day operations of the organisation and ensure work systems, processes, policies and procedures are compliant and operate at optimal levels of efficiency and effectiveness.
- Collaborate with the Leadership Group to support the Sisters to access appropriate support, according to the adopted Presentation Sisters Victoria Health and Services Plan.
- Facilitate, in collaboration with the Board, strategic planning activities and support periodic review of the adopted strategy and associated plans.
- Implement decisions made by the Board.
- Advise, guide and support the Board and its sub-committees.
- Plan for, manage and deliver the actions and activities of the Operational Plan.
- Manage property and financial assets according to the adopted Asset Management Plan.
- Discharge assigned duties according to the adopted Legacy Plan.

- Comply with legislative, regulatory and policy requirements.
- Set and manage the annual operational budget, in consultation with Finance sub-committee and the Board.
- Oversee finance obligations including but not limited to accounts payable and receivable, payroll, reporting and compliance activities.
- Identify, assess and manage operational risk.
- Manage resources (time, finances, assets, people) efficiently and effectively.
- Manage, support and guide employee work, performance and conduct.
- Ensure records are maintained according to legislative or regulatory requirements, are available for review and readily accessible for decision-making and the preparation of statutory or other reporting requirements.
- Lead by example; demonstrating professional, respectful conduct, making the best use of knowledge, experience and skills, and taking responsibility for conduct and decisions.
- Ensure employees are held accountable for their WHS responsibilities as outlined in Presentation Association Incorporated policies and procedures and regularly review WHS performance.

The employee is required to undertake any other duties, projects or tasks as directed by the Presentation Association Board Chairperson, or their delegate, which are within his/her skills, competence and training.

The employee is to comply with applicable legislation and regulation, the organisation's Code of Conduct, policies and procedures (as varied from time to time) and to undertake professional development to maintain contemporary knowledge and skills.

Essential criteria

- Demonstrated experience in a senior management position including governance and risk, finance, service delivery and workforce management.
- Demonstrated experience in leading sustainable organisational change.
- Established experience working with, advising and supporting a Board of Management.
- Proven experience in the development and delivery of strategic and operational plans.
- Proven ability to work collaboratively and cooperatively with key stakeholder groups.
- Demonstrated ability to resolve conflict in a timely, professional manner.
- Demonstrated proficiency preparing and presenting papers to Boards and committees.

Desirable criteria

- Experience and/or understanding of working with faith-based organisations.
- Graduate or post graduate qualifications in business, not-for-profit finance, not-for-profit governance, compliance, community care or equivalent.

Personal and professional attributes

- Communicator
- Active listener
- Positive attitude
- Collaborative and consultative
- Critical thinker and creative problem-solver
- Decision-maker
- Adaptable
- Manages conflict effectively
- Inspires confidence, creates trust and motivates others by behaving with integrity
- Builds and maintains constructive, respectful, trust-based relationships

Relationships

Internal	External
Presentation Sisters Victoria	Investment managers
PSV Leadership Group	Auditors
Presentation Association Board	Faith-based organisations
Presentation Association Incorporated Staff	Not-for-profit organisations

I have read, understand and agree to meet the expectations and undertake the duties of this position as described in this document.

Employee name (please print)

Signature

Date