

Position Description

Director Australian War Memorial

The Position

The Director is the Chief Executive Officer with responsibility for leadership in the development of the strategic direction and management of the Memorial) in accordance with its charter. Working with a multi-disciplinary team of professional staff including curators, historians, conservators, scientists and educators, the Director reports to the Council of the Australian War Memorial and directly supervises three Assistant Directors. S/he also works closely with the Minister for Veterans' Affairs, the Secretary of the Department of Veterans' Affairs, the Australian Defence Force and the ex-service community as well as other interested parties and stakeholders.

The Director of the Memorial is a full-time statutory appointment, usually for five years, made under the *Australian War Memorial Act (1980)*. The Memorial is located in Canberra.

Background

The Memorial is a major award-winning cultural institution located in Canberra. It has a staff of around 280, an annual budget of more than \$40 million and is visited by around one million visitors each year. The Memorial is recognised by its peers and the Australian community as being the benchmark of cultural institutions in Australia.

The Memorial is also a museum and an archive. It commemorates the service and sacrifice of Australia's Servicemen and women. Through exhibitions, interpretation, educational and public programs, it enhances the understanding of the Australian experience at war and its impact on our society.

A considerable amount of redevelopment has been undertaken over the past ten years including recent refurbishment of a number of its galleries. An ongoing program of acquisition and development of the National Collection ensures that Australia's involvement in past and current conflicts is appropriately recorded.

In the lead up to the centenary of the First World War, the Memorial received a one-off \$1.7 million for the development of concept designs for the First World War gallery. The Memorial is also currently focusing on positioning itself to meet government and public expectations approaching the 2015 centenary of the landings at Gallipoli.

For more information please refer to www.awm.gov.au

Key Responsibilities

- Provide exceptional leadership and direction to the Memorial, its vision and its staff.
- Take overall responsibility for development and implementation of the Memorial's Strategic Plan in conjunction with Council.
- Work effectively with the Council of the Australian War Memorial, the Minister for Veterans' Affairs and the Department of Veterans' Affairs and all other stakeholders. Lead the planning and preparation of the Memorial's key responsibilities for upcoming anniversaries of the First World War.
- Represent the Memorial at the highest level and across a broad range of media, public forums and associated committees.
- Maximise funding and sponsorship opportunities through the establishment of government, corporate and/or operational partnerships and relationships.
- Ensure accountability and compliance.
- Ensure strong governance frameworks are in place.

Organisational Relationships

Internal:

- the Council of the Australian War Memorial
- Assistant Directors
- Memorial staff
- volunteers

External:

- the Minister for Veterans' Affairs
- the Secretary of the Department of Veterans' Affairs and other DVA staff
- Australian Defence Force staff
- ex-service organisations
- veteran community
- cultural sector organisations
- industry and business
- federal, state and local government
- visiting dignitaries and members of the public
- diplomatic corps
- media

Skills, qualifications and experience

Candidates will have:

- Experience in leading a large cultural institution, with a focus on the ongoing development of a national collection and exhibitions
- A strong interest in Australian military history, including as it is applied to commemorations, research and dissemination
- Excellent communication and public presentation skills, including the ability to act as a spokesperson in public forums
- Highly developed interpersonal, negotiation, influencing, conflict resolution, oral and written communication skills
- Demonstrated capacity to work effectively with a range of media and effectively deal with complex and controversial issues
- Demonstrated capacity to develop and maintain strong positive relationships and alliances with a diverse range of stakeholders, for example veterans, Council, staff government, non-government agencies and affiliated organisations and corporations
- Tertiary qualifications and/or substantial experience in a relevant field.

Key Selection Criteria

- Demonstrates high level leadership and vision by:
 - setting a strategic vision and inspiring others to achieve this
 - being innovative in dealing with issues
 - articulating a clear direction for the organisation
- Manages large and/or complex operations by:
 - achieving results within the context of organisational and/or Government policy
 - having strong people management skills
 - demonstrating strong financial management, ensuring efficient, effective and ethical use of resources
 - understanding and committing to quality organisational governance
- Works with others to meet objectives by:
 - operating collaboratively with others to meet organisational objectives
 - cultivating productive relationships
 - listening to people and valuing different perspectives

- High level of judgement
- Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation.

Remuneration

This position is categorised as PEO Band C Level and attracts a salary of between \$259,506 and \$302,757 plus up to 15% performance bonus.

Other

Overseas and interstate travel will be required.

Application Guidelines

To apply, go to www.jfisher.com.au and click on 'APPLY ONLINE' using the Reference number **DVAdwm1011** and address your cover letter and resume to **Elaine Connor**.

Your application should include:

1. A brief covering letter clearly quoting **DVAdwm1011**; and
2. A complete current CV stating responsibilities and achievements against each role you have held.

Specific responses to the Key Selection Criteria providing examples of demonstrated experience and capabilities will be required of shortlisted candidates at a later stage of the process, as will referee reports.

APPLICATIONS CLOSE 13 FEBRUARY 2012