



GLIDING AUSTRALIA

The Gliding Federation of Australia Inc, Trading as Gliding Australia

ABN: 82 433 264 489

C4/1-13 The Gateway, Broadmeadows, Victoria 3047

RECRUITING SUMMARY – GLIDING AUSTRALIA CHIEF EXECUTIVE OFFICER

This document summarises the requirements for the Chief Executive Officer position, including key organisational linkages and lines of authority and accountability, and seeks nominations and recommendation of candidates for this position.

The Chief Executive Officer role is a newly created position and will offer the right person an exciting career opportunity within Gliding Australia which is a well-established, forward-looking sports aviation organisation.

In November 2022, Gliding Australia members attended an Extraordinary General Meeting and approved proposals to amend its Constitution, including achieving greater separation of Board and Executive, adjusting the organisational structure to align with CASR Part 149 regulations, and modernising its rules. This included replacing the President's and Executive Officer's positions with two new positions, a Chair of the Board (elected by the Board Regional Representatives) and a Chief Executive Officer (appointed by the Board) to manage the day-to-day affairs of the Executive.

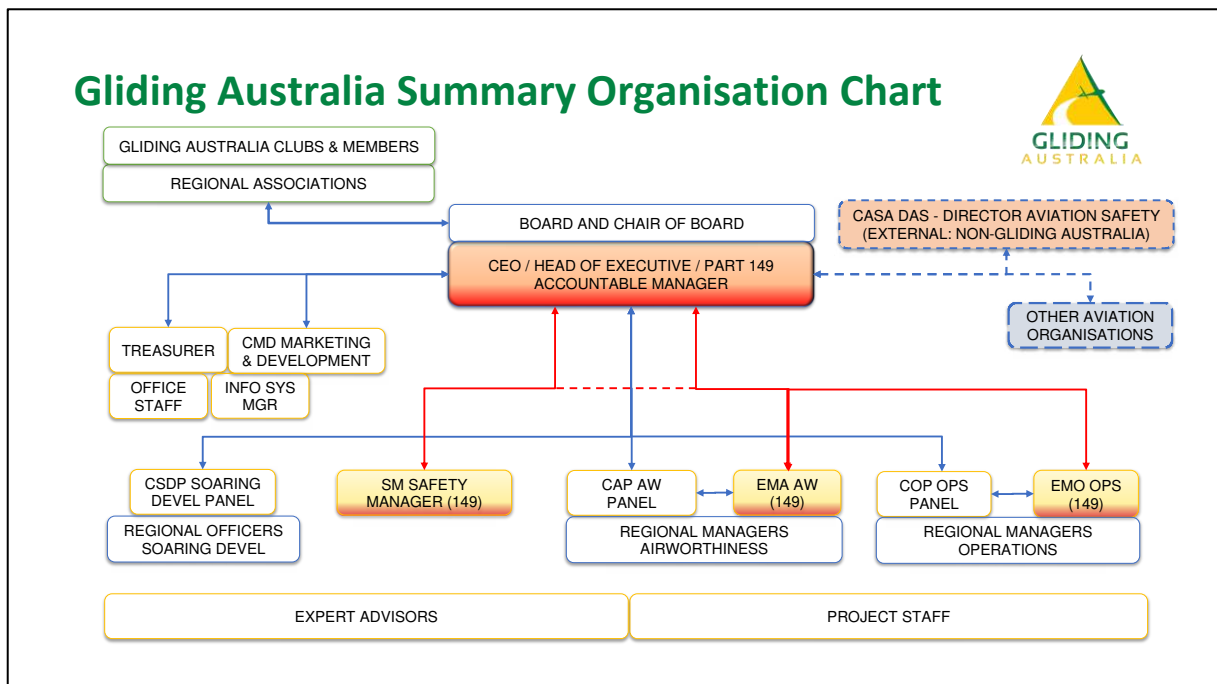


Figure 1: Summary Organisational Chart with Chief Executive Officer Formal Linkages

Chief Executive Officer Gliding Australia

- Position:** Part time (flexible, part time, nominally four-day week)
- Location:** State Capital City (preferred but negotiable)
- Reports to:** Gliding Australia Board

RECRUITING SUMMARY – GLIDING AUSTRALIA CHIEF EXECUTIVE OFFICER

Subordinates: Gliding Australia Executive with volunteer (V) and salaried (S) officers

Chair Operations Panel (V),
Chair Airworthiness Panel (V),
Chair Soaring Development Panel (V),
Chair Marketing and Development (V),
Safety Manager (V),
IT Systems Manager (V),
Treasurer (V)

Head Office staff comprising

Executive Manager Operations (S),
Executive Manager Airworthiness (S),
Administration Staff (S)

Remuneration: Negotiable depending on qualifications and experience to a maximum annual base salary of \$110,000.

THE ORGANISATION

Gliding Australia is an incorporated association (not-for-profit) sporting aviation organisation servicing regional associations, clubs and members across Australia. It was established in 1949 to manage and administer the sport of gliding, representing members and preserving freedom to fly through a federated structure.

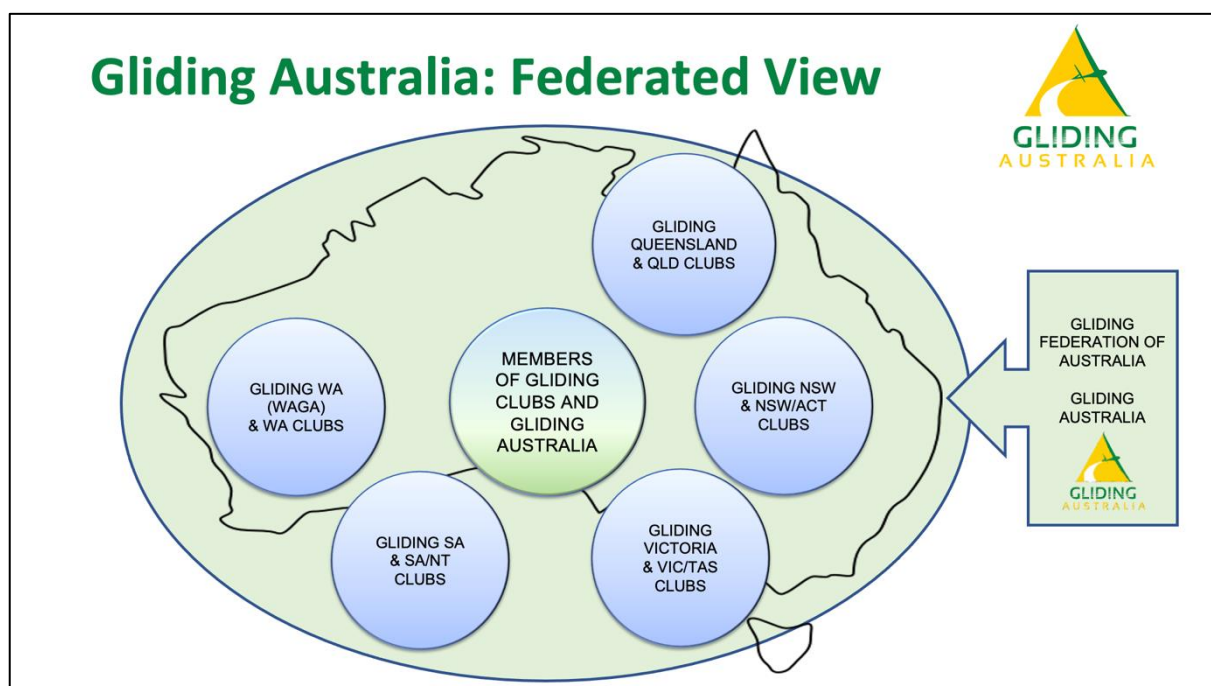


Figure 2: Federated Organisational Structure

Gliding Australia is now required to administer all aspects of gliding activity under Part 149 of the Civil Aviation Safety Regulations (CASRs) including operational and airworthiness safety standards and aircraft registration on behalf of the Civil Aviation Safety Authority (CASA).

Part 149 was enacted in 2021 and CASA approval of Gliding Australia as an Approved Self-administering Aviation Organisation is expected by the end of 2023.

Most functions have been delivered for decades by Gliding Australia; therefore the current transition has largely involved updating policies, procedures and manuals to meet the requirements of CASR Part 149.

The Gliding Australia Board sets policy and strategic direction and comprises a Chair, Treasurer, five

RECRUITING SUMMARY – GLIDING AUSTRALIA CHIEF EXECUTIVE OFFICER

Regional Representatives, a Women’s Representative, a Juniors’ Representative, the association’s Secretary and the Chief Executive Officer.

Reporting to the Board is an Executive team, led by the Chief Executive Officer, consisting of a mix of paid staff and volunteers. The Executive team implements the policy and strategic directions set by the Board. The Chief Executive Officer is the head of the Executive team and reports directly to the Board.

Gliding Australia has a small group of part-time salaried staff performing head office support and some CASA-prescribed operations and technical functions. The Chief Executive Officer coordinates their delivery activities through the Executive Department Heads.

The Executive Department Heads are volunteer officers who oversee specialist gliding operations, airworthiness and soaring development panels, administer marketing and development and information systems, manage plans and priorities, coordinate with regions, clubs, members and external organisations in supporting gliding nationwide.

The Chief Executive Officer is therefore managing and delivering departmental outcomes through a diverse and geographically dispersed volunteer group. The Chief Executive Officer also manages a volunteer Safety Manager and part-time salaried Executive Managers of Operations and Airworthiness performing prescribed functions approved by CASA. A small group of salaried staff provide Head Office support.

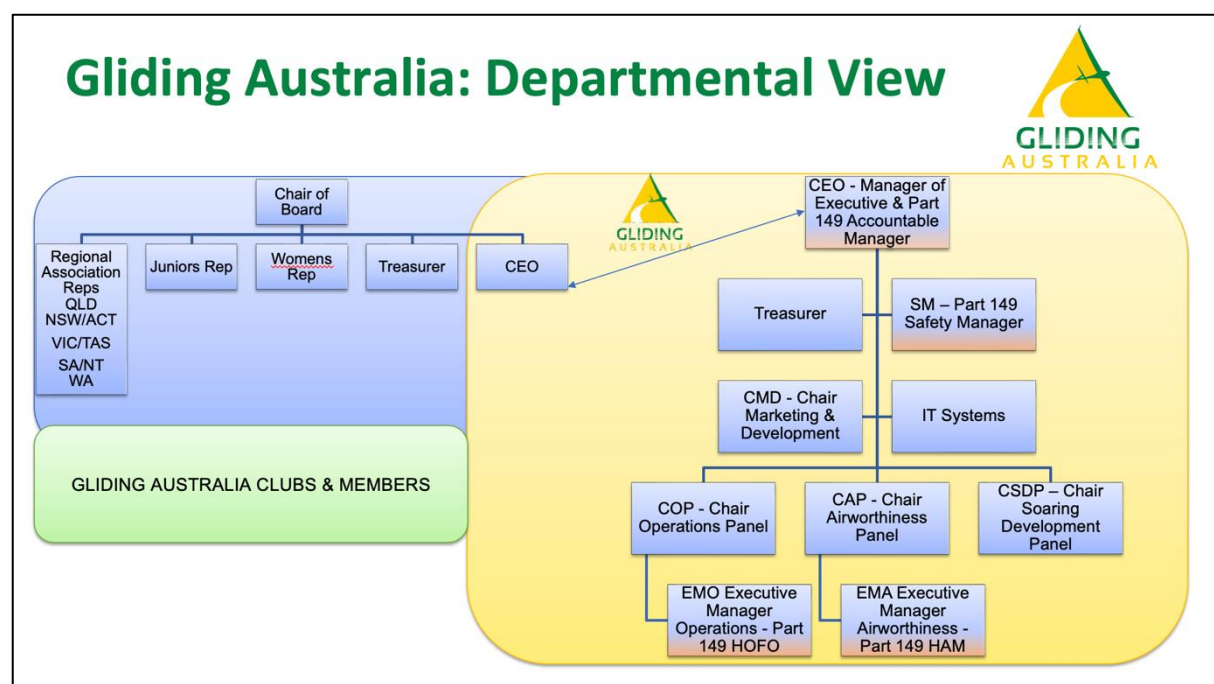


Figure 3: Gliding Australia Departmental View

THE ROLE

The Chief Executive Officer’s role is to lead and manage the Executive team, and through them ensure compliance with legal and regulatory obligations, manage and coordinate corporate administrative services of Gliding Australia in its roles of administration, promotion and development of gliding and soaring flight as a sporting and recreational activity.

The role primarily requires adept and inclusive leadership and management of specialist teams delivering agreed departmental outcomes, through a largely volunteer workforce.

With delivery through departments, the role requires much coordination and communication with the Board, Regional Associations, clubs and members across the country, with some liaison with external stakeholders with an interest in our aviation sporting activities.

From CASA’s legislative perspective, the position includes the prescribed role of Accountable Manager

RECRUITING SUMMARY – GLIDING AUSTRALIA CHIEF EXECUTIVE OFFICER

under Commonwealth Aviation Safety Regulations. Those obligations are met through the activities of a specialist part-time salaried Executive Manager Operations, Executive Manager Airworthiness and volunteer Safety Manager.

OPERATING ARRANGEMENTS FOR THE ROLE

Gliding Australia's national office is in Melbourne.

Head office staff comprise part time Executive Manager Operations, Executive Manager Airworthiness and Administrative and support services.

Routine engagement with national office staff and diverse departmental staff, both salaried and volunteers, will be required. Remote working arrangements may be negotiated for the right person.

Some interstate travel will be required as well as flexibility to work outside of normal hours including some weekends.

POSITION DUTIES AND ACCOUNTABILITIES

The Chief Executive Officer Gliding Australia detailed position description is in the Gliding Australia Position Descriptions Manual ADMIN 0019, available online [here](#).

In summary, the CEO roles includes:

- Managing the Executive team in the effective operation, administration and development of Gliding Australia,
- Providing executive services, departmental coordination, advice and support to the Gliding Australia Board,
- Ensuring compliance with legal and regulatory obligations of Gliding Australia,
- As the Part 149 Accountable Manager, overseeing the Safety Management System (SMS) implementation, performance to requirements, including resourcing of an effective SMS and appointment and direction of the Safety Manager,
- Through the Safety Manager implementing and promoting safety management policies, roles and responsibilities, standards and culture required by CASR Part 149,
- Managing the Executive team in implementing approved plans, policies and programs and achieving agreed targets set by the Board,
- Providing oversight of the financial management of the organisation, including salary, compensation and benefits of staff (ratified by the Board),
- Providing reports to the Board as required,
- Representing Gliding Australia in liaison with various federal and state authorities and government and industry forums,
- Providing advice, support, direction and guidance to staff, volunteer officers and general members,
- Contributing to the preparation and reviewing of organisational documentation, including web-based resources,
- Undertaking other duties, investigations and projects as directed by the Board.

SELECTION CRITERIA

Qualifications and/or Experience (Mandatory)

- Highly developed leadership skills and experience,
- Demonstrated ability to work with a diverse range of people, in remote geographical locations, and across a broad range of skill sets,
- An adequate technical background to understand the systems, regulations and processes that support corporate management, administration, and SMS operation.
- Demonstrated ability, knowledge and experience in corporate services management,

RECRUITING SUMMARY – GLIDING AUSTRALIA CHIEF EXECUTIVE OFFICER

organisational management and administration.

- Demonstrated knowledge and experience in using office-based computer applications.

Desirable (Not Mandatory)

- Demonstrated knowledge of the legal and regulatory obligations of sporting aviation,
- Demonstrated knowledge of the legal and regulatory obligations of incorporated associations,
- Demonstrated management experience in a gliding environment (club, regional and/or national levels),
- Experience and understanding of gliding as a sport,
- Experience in reporting to and supporting a Board of Management,
- Experience in working with volunteer organisations,
- Experience in successful project management, or organisational change management, involving multiple stakeholders and meeting performance outcomes,
- A business related tertiary qualification or company directors training or equivalent experience.

Key Attributes

- Communicates effectively,
- Demonstrated high degree of interpersonal and written communication skills, including the ability to liaise at a professional level with members, volunteers, government departments, private organisations and the general public,
- Experience and ability to communicate effectively in a complex environment.

Contributes to strategic thinking

- Demonstrated ability to formulate sound strategic plans and programs to effectively deliver corporate goals,
- Demonstrated ability to analyse enterprise, strategic and systemic risk issues, then develop effective mitigation plans,
- Considers the ramifications of issues and longer-term impacts on organisational goals,
- Explores innovative solutions to assist the organisation in the attainment of its goals.

Achieves results

- Establishes clear plans and time frames for project implementation,
- Remains flexible and responsive to changes in requirements,
- Capitalises on the expert skills and knowledge of others through a mix of salaried and volunteer specialist teams,
- Coordinates and motivates teams to see projects through to completion.

Cultivates productive working relationships

- Builds and sustains relationships with a network of key people internally and externally,
- Ability to operate effectively in a diverse and dispersed volunteer sporting organisation,
- Ability to manage strategic communications to achieve alignment and collaboration.

OTHER INFORMATION

Commencement date

The commencement date is expected to be in September 2023 following Gliding Australia's Annual General Meeting.

Closing date for applications

If you feel you could be the right person for this position, please ensure you have supplied your resume along with any other relevant information by close of business Friday 28th July 2023.

RECRUITING SUMMARY – GLIDING AUSTRALIA CHIEF EXECUTIVE OFFICER

Where to send your application

Please submit your application to: jobs@glidingaustralia.org.

More information

Should you require more information please contact Gliding Australia at: jobs@glidingaustralia.org with your questions or to arrange a confidential discussion about the role.