



# Position Description

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| <b>Title:</b>        | State Commissioner Partnerships & Networks                 |
| <b>Short form:</b>   | SC P&N   |
| <b>Reporting to:</b> | Deputy Chief Commissioner Growth, Strategy & Group Support |
| <b>Tenure:</b>       | 3 years, reviewed annually                                 |

## Purpose of the position

The State Commissioner (SC) Partnerships & Networks is the volunteer member responsible to the Deputy Chief Commissioner (DCC) Growth, Strategy & Group Support for:

- Developing strategic alliances at state and national levels – government, corporate and community - to cultivate mutually productive relationships to advance Scouting in NSW and enhance the perception of Scouting
- Working with Scouts NSW regional teams to help create a regional network of contacts and build relationships with potential and significant partners for Scouting
- Assisting Groups and Regions to achieve positive outcomes with external partners and to promote the benefits of Scouting to our partners
- Developing funding sources and other support and resources to help support Scouting and increase membership, providing persuasive arguments and good evidence that Scouts NSW is a worthwhile partner

The SC will achieve this by developing and implementing a comprehensive partnerships and networks plan in conjunction with the DCC and Region Commissioners. The plan will describe how the SC will develop partnerships and networks through communication, education, joint planning, activities, team-building, goal-setting and progress review.

## Responsibilities and duties

The SC will assist the DCC in five areas:

1. operational leadership - setting the direction of Scouts NSW
2. collaborative teamwork - keeping in step with others
3. operational excellence - doing everything well
4. prudent business management - being efficient and effective
5. productive performance measurement - knowing where we are at all times

Further information on responsibilities is provided in section 1 of *The Role of a State Commissioner*.

## Selection criteria

Applicants are invited to establish a claim to the position on the basis of seven essential criteria:

- Ability to contribute productively to a framework set by others
- Sound, evidence-based judgement and accountable decision making
- Proven, successful track record of effective teamwork among adults. Proven track record of proactive and results orientation
- Enthusiasm for the new strategic direction of Scouts NSW, including the Strategic Plan 2016-2018 and the Chief Commissioner's seven Strategic Priorities\
- An appropriate fit with the new, positive and enabling culture of Scouts NSW
- Wood badge holder (or willing to complete during the early part of the tenure)

Further information on desirable competency and personal attributes is provided in section 2 of *The Role of a State Commissioner*.

## Qualifications

There are no mandatory qualifications for this position.

## Accountability

This position is important to Scouts NSW as it is key role in creating the desired change in the organisation and in our connection with the community and our supporters. Therefore, a strong achievement orientation is essential. The SC will be assessed on the results achieved, through both informal discussions with the DCC and a formal annual performance reviews.

Further information on applicable performance indicators is provided in section 3 of *The Role of a State Commissioner*.

Activities include, but are not limited to:

- Continuously build members' interest in partnerships and networks and identify and co-ordinate influential champions of partnerships and networks, particularly in the Regions, and form them into a team with a plan
- Ensure the Scouts NSW website information that relates to partnerships and networks is correct and regularly reviewed
- Attend and assess the effectiveness of Region and State events in fulfilling the partnership and network goals
- Conduct regular two-way communication with Group Leaders on the status of partnerships and networks
- Take an active role in the State Commissioners Advisory Council
- Maintain ongoing training

# The Role of a State Commissioner

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## Purpose

This document is intended to supplement specific State Commissioner (SC) position descriptions. It provides generic information about the responsibilities, characteristics and accountability of SCs. Applicants for SC positions should make themselves familiar with the contents of this document.

Each SC will own a clearly defined **Area of Responsibility (AoR)**.

## Section 1: State Commissioner responsibilities

While carrying out the responsibilities of the role, the SC will at all times uphold the purpose, principles and values of Scouts Australia, will adhere to the Adult Code of Conduct, will abide by WOSM, National and State policies and will behave in accordance with the Scout Law and Promise. Importantly, the SC will comply with all applicable legislative and statutory regulations. The SC will appreciate the importance of appointment reviews.

It is the goal of the Chief Commissioner and Board of Directors that Scouts NSW develops a culture of openness, inclusiveness, genuine teamwork and mutual assistance. All positions, from the Chief Commissioner down, including the SC positions, will be both responsible and accountable for the generation and maintenance of this culture. The SC must work with the Region Commissioners to propagate this culture throughout Scouts NSW.

As a SC, you will assist a mentor (a Deputy Chief Commissioner, Assistant Chief Commissioner, or their equivalent) in five areas:

### Operational leadership

- Contribute to achievement of the goals of your AoR, through the development of:
  - a program of initiative
  - a schedule of milestones
- Embody, in all actions and statements, the culture of openness, inclusiveness genuine teamwork and mutual assistance

### Collaborative teamwork

- Take responsibility for the effective teamwork of all volunteers with roles in your AoR
- Adopt a positive and flexible approach in dealings with others
- Work responsively, thoughtfully and supportively with Group Leaders in all Regions

#### Operational excellence

- Help Regions, Districts or Groups to set goals and time frames for local activities in support of your AoR
- Collaborate with State and Region teams to provide resources and assistance for local activities in support of your AoR

#### Prudent business management

- Consider, in all planning, the impact of changes on the role of Group Leaders - marshal their time and energies efficiently and effectively
- Recognise and act upon the need to build consensus and shared goals at all levels of Scouts NSW, through dialogue and regular face-to-face contact

#### Productive performance measurement

- Develop, monitor, share and be responsible for a set of SMART performance metrics (agreed with your mentor) that will show progress towards the goals of your AoR
- Be rigorous, honest and timely in the measurement and reporting of performance against the goals of your AoR

## Section 2: State Commissioner competency and personal attributes

The following characteristics of competency and personal attributes are inherent in the selection criteria specified for each SC position.

#### Competence

Ability to motivate both Youth and Adult members

Ability to regularly communicate information and ideas with both clarity and brevity

#### Personal attributes

Uncompromised commitment to live by the Scout Promise and Law

A reputation for putting the needs of Youth first

Receptive to constructive criticism, a willingness to learn from experience, and a preparedness to change

### Section 3: State Commissioner performance indicators

The SC performance indicators correspond to the five areas of responsibility of the role, and will be considered during annual reviews.

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| <b>Operational leadership</b>             | Achievement of the goals of your AoR   |
| <b>Collaborative teamwork</b>             | Positive feedback from peers and other Members   |
| <b>Operational excellence</b>             | Continuous improvement in processes and systems  |
| <b>Prudent business management</b>        | Sufficient early warning of any potential shortfalls within your AoR and contingency plans prepared in each case |
| <b>Productive performance measurement</b> | Consistent and credible demonstration of progress throughout your appointment                                    |