



## **CHIEF EXECUTIVE OFFICER POSITION**

### **Preamble**

Cycling Western Australia is the peak body for cycle racing in the State of Western Australia.

Cycling WA co-ordinates competitive road and track cycling disciplines at State level supporting member clubs and event promoters with the delivery of racing events. Cycling WA also manages the selection of Western Australian Road and Track cycling teams for representation at National Championships.

Cycling WA co-ordinates the development of the sport through the provision of coaching and officials courses, school clinics, 'come n try' cycling days, event improvement and club development activities, and supports talent identification and development programs.

Cycling WA is an affiliate of Cycling Australia (CA) and the International Cycling Union (UCI) and currently has 16 affiliated clubs and approximately 1,000 members.

### **Vision and Purpose**

Cycling to become one of Western Australia's leading sporting and leisure activities for all ages, genders, and abilities.

Cycling Western Australia's purpose is to manage, develop and promote the sport of cycling in Western Australia, providing members with high quality services whilst encouraging the broader community to involve themselves in the sport by offering a wide range of participation opportunities.

### **Staffing**

Cycling WA management team consists of the Chief Executive Officer, Development and Participation Officer, Risk Management Project Officer, and Administration Officer (to be appointed)

### **Office Location**

Royal Park Hall Complex, Leederville

### **Website**

The website address for CWA is [www.wa.cycling.org.au](http://www.wa.cycling.org.au)

**Position Title**

Chief Executive Officer

**Reports to**

The Board of Cycling Western Australia

**Salary**

An attractive salary package will be negotiated with the successful applicant

**Contract Term**

A two year contract will be offered to the successful applicant with a three month probation period.

**Primary Duties**

Refer to enclosed Role Description

**Performance Reviews**

Performance reviews will be conducted at least annually

**Hours**

The ordinary hours of work are 9.00am – 5.00pm on weekdays. The nature of the position requires work to be undertaken outside of normal working hours.

**Applications**

Should be forwarded to David Code, Interim CEO, Cycling Western Australia, P.O. Box 481 Leederville, WA, or to [david.code@cyclimg.org.au](mailto:david.code@cyclimg.org.au) by 5.00pm on Friday 4 June

**Enquiries**

In the first instance general enquiries should be directed to David Code, Interim CEO – Cycling Western Australia, on 08 9328 3422, or to [david.code@cyclimg.org.au](mailto:david.code@cyclimg.org.au)

## **CYCLING WESTERN AUSTRALIA**

### **CHIEF EXECUTIVE OFFICER**

#### **ROLE DESCRIPTION**

##### **Position Overview**

Reporting to the Board, the Chief Executive Officer will be responsible for the overall operation and effectiveness of Cycling Western Australia. This will involve the management & development of all human and financial resources in order to deliver on the identified strategic objectives of the organisation.

##### **Key Areas of Responsibility**

- Strategic Planning and Policy Development
  - in conjunction with the Board, and key stakeholders, establishing and promoting the strategic direction for the sport through the development of a new strategic plan
  - working closely with the Board in delivering Board policies
- Financial Management
  - effective monitoring of income and expenditure against budget, and the preparation of annual budgets.
  - identifying and developing opportunities for government funding
  - monitor, account and report for expenditure against government funding
- Representation – provide effective and active representation of Cycling WA across all levels and specifically to:
  - Provide effective communication and service delivery to member clubs and cyclists, and cycling officials
  - provide effective and active representation of Cycling WA across all levels and specifically, but not limited to, Cycling Australia, WA Department of Sport and Recreation, Healthway, WAIS cycling program, and event organisers.
  - provide management representation to Board and Council meetings.
- Management
  - assume the overall responsibility for the management of day to day operations of Cycling WA
  - provide leadership and direction to staff, committees, clubs and membership
- Marketing and Communications
  - drive the development and implementation of a marketing plan to increase revenue generation
  - maximise the exposure for the sport through the development and implementation of a communications strategy
- Events
  - drive the development of the open racing events calendar
  - manage the process of improvement in the delivery of events.
- Development
  - continue to foster an environment within cycling that is ‘accessible for all’
  - work to improve the cycling development ‘product’ through the relationship with Cycling Australia and other state representatives

## **Key Selection Criteria**

### *Required*

1. High level interpersonal skills, with the ability to relate to people across all levels through effective written and verbal communication
2. Demonstrated leadership and management experience
3. Demonstrated success in managing relationships with a diverse range of stakeholders
4. A capacity to manage a complex, dynamic and diverse organisation
5. Demonstrated capacity to operate strategically
6. A solid financial acumen, with the ability to interpret and report on financial accounts
7. High level written ability involving the structure of correspondence, reports and funding applications
8. High level competency in information technology skills
9. Sport or related industry tertiary education
10. Demonstrated passion for sport
11. Current driver's license

### *Desirable*

1. Extensive experience with Microsoft suite of applications
2. Experience in dealing with government agencies, particularly in attaining funding for development activities
3. Experience in the administration of cycling and/or an equivalent sports industry organisation