

DATE: 6 February 2012

JOB TITLE: Chief Executive Officer

POSITION: Full time with the flexibility to work evenings and weekends when required

COMPANY: Mudgee Region Tourism Incorporated

LOCATION: Mudgee Region (Mid Western Regional Council area)
Includes Gulgong, Mudgee, Rylstone and villages

REPORTS TO: Board of Directors

SUPERVISES: 2 permanent part time and 6 Casual Staff

APPROVED BY: _____
(Board Member)

CONTRACT PERIOD: 3 Years Period 2012 to 2015

SIGNATURE: _____
Applicant

How to Apply

Applications close 9 March 2012

Please complete the attached application form and include a cover letter and current resume. All applicants are required to address the selection criteria, with real life examples, outlined in the position description.

Please email your application to the Chairman, Mudgee Region Tourism Inc. Board at chair@visitmudgeeregion.com.au or post to PO Box 1105 Mudgee NSW 2850 by the closing date.

VISION STATEMENT

To deliver an unforgettable experience for our customers, and to maintain the region's status as a prime destination in NSW.

MISSION STATEMENT

To maximise the quality of the experience for our visitors by embracing a set of standards that will allow the delivery of consistent and exceptional service, enable economic development and maintaining the cultural integrity of the region.

JOB SUMMARY

Ideally the successful applicant will be dynamic, highly motivated, have established tourism networks and highly experienced in community and tourism development. An excellent knowledge of tourism industries and would be advantageous, as would a working understanding of the administration of visitor centres. There should be demonstrated ability to work with broad cross sections of individuals and groups. The position is fairly autonomous so the person must be able to work independently but also work as part of a team. The CEO reports to the Board of Directors, and is responsible for the organisation's consistent achievement of its mission and financial objectives. All MRTI staff report to the CEO.

CORE DUTIES:

1. Identify, develop and promote tourism products and opportunities in the Mudgee Region to internal and external tourism stakeholders and audiences;
2. Develop Strategic Business plans and Marketing plans as required by the Board;
3. Implement, monitor, measure and report on the Strategic and Marketing plans as required by the Board from time to time;
4. Manage and monitor the contractual arrangement with Mid Western Regional Council (?)
5. Maintain a working knowledge of significant developments and trends in tourism;
6. Maintain and develop organisational culture, values and reputation in MRTI's markets and with all staff, customers, suppliers, partners and regulatory / official bodies;
7. Supervise and mentor all employees to ensure best use of employed hours;
8. Represent MRTI at seminars, conferences and events as approved by the Board
9. Ensure the appropriate functioning of the region's visitor centres, adhering to AVIC standards and other related criteria
10. Execute the responsibilities of a CEO according to lawful and ethical standards
11. Undertake other related duties as required from time to time.

OTHER DUTIES:

1. Attend all Board meetings;
2. Develop and nurture sustainable relationships both internal and external
3. Maintain a secretariat service for the Board;

4. Ensure adequate staffing levels are available to cover all services;
5. Be responsible for the recruitment, employment, review and release of all personnel;
6. Manage a work roster of self and staff to suit demand levels;
7. Manage all employees and roster leave at appropriate times
8. Maintain all financial records in accordance with standards set by the Board.

QUALIFICATIONS

Tertiary Studies in Tourism and/or Leisure Studies AND/OR significant experience in tourism and marketing a Region.

REQUIRED LICENSES/CERTIFICATIONS

Valid Drivers Licence to operate in New South Wales

SELECTION CRITERIA

All applicants must address the selection criteria.

1. Demonstrated understanding of tourism planning and the capacity to develop and implement tourism strategies.
2. Demonstrated experience in developing high level relationships with government, industry and other stakeholders and in representing the region's tourism industry at high level meetings.
3. Demonstrated interpersonal and communication skills in written and oral areas, particularly in relation to submissions, presentations and the media.
4. Demonstrated experience in managing a small team of tourism or similar environment with a voluntary Board of Management.
5. Demonstrated experience or understanding of the administration of visitor centres
6. Demonstrated project and event management skills.
7. Demonstrated effective and efficient operational and financial management skills that align with corporate governance requirements.
8. Ability to prioritize, work flexible hours and travel around the region.
9. Current driver's license.
10. Resident in the Mudgee region.

APPLICATION FOR EMPLOYMENT

Position Applied for: _____

Family Name: _____ **Other**

Names: _____

Residential Address: _____

_____ **Post Code** _____

Telephone **(H)** _____ **(M)** _____ **(B)** _____

Email: _____

Drivers Licence # _____

Education Tertiary

Name of Institution	Attended From	Attended To	Qualification

Employment History - Last 3 companies

Name of Employer	Address	Position Held	Employed From	Employed	Reason for Leaving

Referees: *(Names and Contact Numbers of Persons we May Contact) 3 referees*

Name	Address	Telephone No.	Email	Current Position