

Marlborough Heritage Trust

Job Description – Services Director

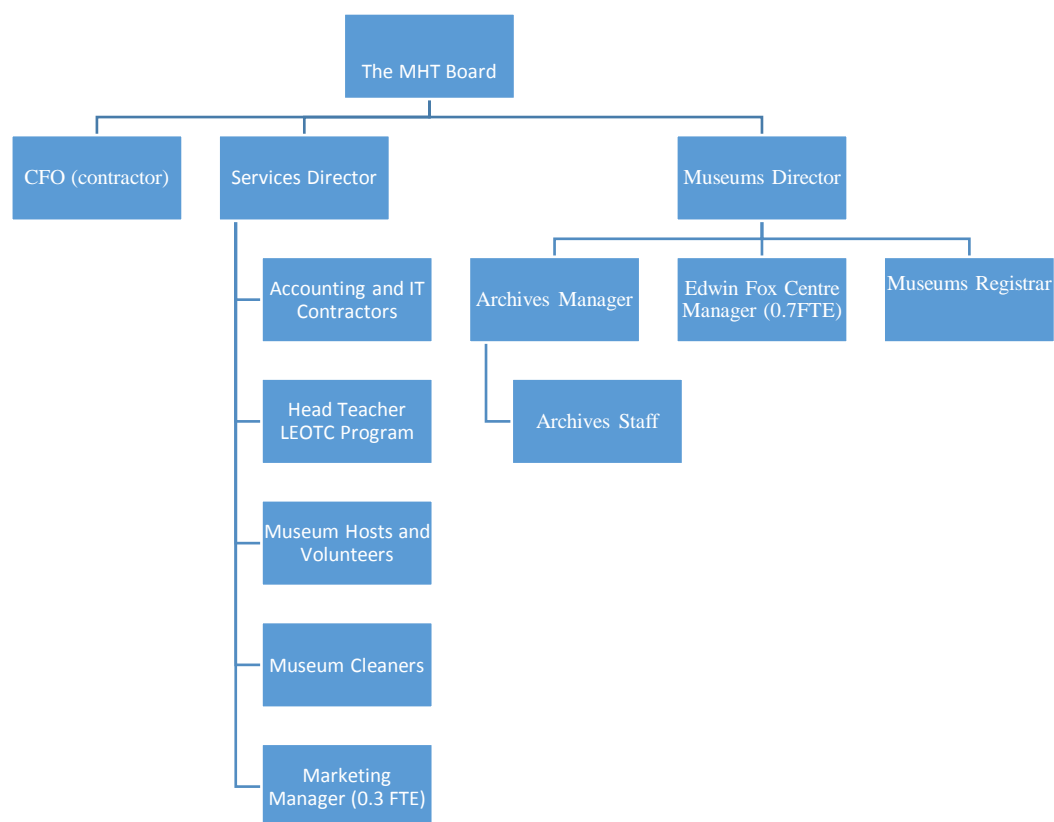
Position Title: Services Director

Incumbent: TBC

Responsible to: Chairperson of the Marlborough Heritage Trust

Date: November 2016

Company Structure: Marlborough Heritage Trust owns, and operates The Edwin Fox Centre, Marlborough Museum, Beavertown replica village, and Cob Cottage at Riverlands.



Purpose:

The purpose of this role is to manage the Marlborough Heritage Trust in the community and amongst key stakeholders. It is also responsible for developing the strategy for the Trust, managing staff and other key projects. It is necessary for the Services Director and the Museums Director to cooperate to ensure all responsibilities and tasks of both senior positions are met. With two senior roles reporting to the Board, both incumbents must develop a relationship to make certain there is no overlap or omission in the tasks for which they are responsible.

Principle Accountabilities:

Key Area of Responsibility	Key Tasks	Weighting
Stakeholder Management	<ul style="list-style-type: none"> • Liaise and build relationships with key players in the Heritage Community (eg Brayshaw Heritage Park Administrators etc) • Liaise and work with major funders such as the local Council • Look for sponsorships and funding relative to the part of MHT for which responsible • Liaise and work with other community groups such as The Picton and Havelock Museum and groups based in Rai Valley and Ward • Have an empathy for and represent the Heritage sector in the community – be seen as a Heritage professional in the community • Act as a spokesperson in the community • Understand and relate to the diverse population that makes up the heritage community 	25%
Strategy and Planning	<ul style="list-style-type: none"> • In liaison with the governance board, wider stakeholders and community prepare a Heritage Trust strategy and working plan • Prepare the annual financial/human resource and operational plan and review where necessary • Prepare and present monthly reports to the board • Review and refresh mission and vision of the Heritage Trust • Manage and implement key projects effectively and efficiently that link with the strategy 	10%
Financial Management	<ul style="list-style-type: none"> • Is a member of the FAC and liaises with the Director, CFO and accountant as necessary for preparation of annual financial accounts. • Manages the approved annual budget for Trust Administration, Edwin Fox Centre, Marlborough Museum and Heritage Education Program • Ensures the annual budget is prepared and assists the accounts staff as necessary and then present the budget through the Finance and Audit Committee, FAC for approval by the Trust Board • Tracks all budget expenditure and reports to the Board on a monthly basis • Prepares cost/benefit analysis for all larger scale displays and purchases • Approves all invoices in conjunction with the accountant • Ensures payment of all invoices through online banking once approved • As member of FAC communicates with the auditor to resolve/investigate any issues • Liaises with Trust Board regarding financial contracts where required • Ensures MHT compliancy with all agencies where necessary • Maintains & updates links with Charities Services & files returns where applicable 	20%

	<ul style="list-style-type: none"> • Liaises regarding all funding/grant applications & partnership projects such as MoE, Rata Foundation, MDC, local industry and funding charities • Secretary for Marlborough Heritage Trust monthly meetings 	
Marketing and Promotions	<ul style="list-style-type: none"> • Generate growth for the Trust where possible • Implement promotions and relevant marketing material to generate enthusiasm and awareness for the Museum encouraging greater interest and visitor numbers 	15%
Staff and operations management	<ul style="list-style-type: none"> • Prepare and maintain rosters for all employees, volunteers and contractors • Ensure that all employees, volunteers and contractors are inducted and appropriately trained according to job specifications and requirements • Ensure that the appropriate recruitment procedures are carried out when new employees, volunteers and contractors are needed • Lead and manage the team for the whole of the business, and gets all employees, volunteers and contractors working together towards a common goal/vision • Carry out appropriate disciplinary procedures when and where required • Prepare and implement appropriate performance objectives and feedback • Ensure all health and safety systems, procedures and protocols are managed and implemented according to legal requirements • Ensure all compliance risks are well managed for the Trust • Oversee all technical requirements such as archives and artefact management, collections, restorations, labelling, exhibitions etc • Maintain and upgrade the Trusts business assets and resources as required • Understand and implement industry trends as required 	30%

Competencies:

Communication	<ul style="list-style-type: none"> • Facilitates effective communication and/or planning in situations where a group is struggling to make progress • Uses a range of techniques and strategies to influence people with strongly held views/beliefs • Displays highly developed communication and interpersonal skills (including superior writing skills) • Mediates difficult issues or protracted conflicts between parties in a way that leads to constructive resolution • Negotiates outcomes that address the needs of all parties • Communicates vision to others in a relevant and compelling manner that promotes enthusiasm and commitment • Deals with difficult and complex situations taking control to achieve objectives
Project Management	<ul style="list-style-type: none"> • Organises people, time and resources to achieve objectives • Achieves desired results within allocated budget and timeframe • Resourceful - acts quickly using available resources to deal with issues in a practical, effective manner. • Monitors impact of actions and adjusts future actions accordingly

	<ul style="list-style-type: none"> • Shows a willingness to make the hard decisions when circumstances require it • Breaks objectives and goals down into tasks and determines resources needed for each task • Allocates appropriate time for work tasks, identifies dependencies, and develops timelines and milestones • Assesses risk - likelihood, impact and management options - when planning projects • Identifies more critical and less critical activities, and maintains focus on priorities • Monitors work progress, and makes early adjustments to plans if there are problems
Decision Making	<ul style="list-style-type: none"> • Recognises issues, problems or opportunities and determine whether action is needed. • Identifies the need for and collect information to better understand issues, problems and opportunities. • Integrates information for a variety of sources; detects trends, associations and cause-effect relationships. • Creates relevant options for addressing problems/opportunities and achieving desired outcomes. • Formulates clear decision criteria; evaluates options by considering implications and consequences; chooses effective options. • Includes others in the decision-making process as warranted to obtain good information, makes the most appropriate decisions and ensures buy-in and understanding of the resulting decisions. • Implements decisions or initiates action within a reasonable time.
Initiative	<ul style="list-style-type: none"> • Takes responsibility for their duties with little or no oversight • Recognises and takes process improvement actions without being requested to do so • Is able to make autonomous decisions relating to their area of responsibility • Works without guidance • Takes responsibility for making decisions and taking actions relating to their work • Has the ability to refer to others when assistance is necessary • Handles problems with minimal guidance • Does not rely on others to get the job done • Times questions and requests for assistance carefully to avoid disruption of others.
Networking	<ul style="list-style-type: none"> • Is respected and consulted by those who have influence in other parts of the organisation, or in client organisations • Can move into totally new situations on their own – taking the initiative in developing relationships • Builds and maintains positive relationships with a wide range of staff, stakeholders, agencies and committees at regional or national levels • Builds effective teams and coalitions of different parties in order to address issues and achieve goals
Strategic Thinking	<ul style="list-style-type: none"> • Identifies and communicates to staff and stakeholders priority issues that the organisation needs to address to be successful in the medium and long-term • Demonstrates a sophisticated awareness of the impact of the world at large on our business • Takes steps to address priority issues – allocating resources to create and implement 3 – 5 year strategic plans • Assesses and links operational decisions in the light of longer-term consequences and strategic goals

	<ul style="list-style-type: none"> • Recognises opportunities for future competitive advantage and how to position the organisation to achieve such advantage • Demonstrates an awareness of social, cultural, political and economic trends and how they might affect the organisation in the long-term
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Delegation of Authority:

TBC

Interactions:

Internal

- Governing Committee
- Museums Director
- Other staff – TBC
- Teaching Staff
- Staff & Volunteers
- Rangitane & other local Iwi
- Edwin Fox Society
- Brayshaw Park
- Renwick Museum & Library
- Marlborough Vintage Farm Machinery Society

External

- Marlborough District Council
- Marlborough Civic Theatre Trust
- Omaka Aviation Heritage Trust
- Marlborough Art Galleries
- Marlborough District Library
- Relevant newspapers and other media
- Other NZ Museums