



## SCOUTS AUSTRALIA (SCOUTS VICTORIA)

### ROLE DESCRIPTION: STATE COMMISSIONER – PERSONNEL SUPPORT

Title	State Commissioner – Personnel Support
Reports to	Assistant Chief Commissioner – Human Resources
Measurement	Membership, Quality, and Participation.
	This is a voluntary position.

The State Commissioner – Personnel Support will share in the Chief Commissioner's leadership to proactively introduce best practice policies, procedures, protocols and practices to support the volunteer adults in the Movement so that they have role clarity in undertaking their duties in a safe and supportive environment.

#### PRIMARY RESPONSIBILITIES

1. Ensure leadership positions operate in accordance with Policy and Rules, and administrative practices of the Association in Victoria
2. Promotion of leadership opportunities in conjunction with team leader by
  - facilitating the appointment of interview panels
  - facilitating the coordination interviews
  - documenting actions
  - acknowledging outcomes
  - implementing induction process for leaders new to a role
3. Advise, support and train non uniformed (lay) members
4. Convene State Personnel Committees as required
  - keep records of all aspects of the committee
  - document outcomes of State Personnel Committees
  - in consultation with Chief Commissioner Scouts Victoria and/or Assistant Chief Commissioner – Human Resources respond to outcomes
5. Advise Region Commissioners and District Commissioners on personnel issues and procedures as appropriate
6. Represent the Assistant Chief Commissioner – Human Resources when and where required
7. Be a member of the Adults in Scouting committee

## ATTITUDES, SKILLS AND KNOWLEDGE REQUIRED FOR THE JOB

### **Attitude**

1. Enthusiasm and strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Be committed to team success and help grow the commitment of others.
3. Be supportive and encourage team members to support each other

### **Skills**

1. Demonstrate and understand the role and responsibilities of Leaders in Scouting
2. Ability to lead, communicate with and motivate adults and work harmoniously with them to grow the program
3. Be able to motivate, build, lead and chair teams among both youth and adults
4. Demonstrate planning and delegation skills
5. Demonstrate mediation skills and ability to carry out investigations, write reports and make recommendations

### **Knowledge**

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
2. Have completed or be prepared to complete Basic Leader of Adult training within twelve months of appointment. Hold, or compete Leader of Adult Wood Badge or equivalent and Personal Leader Adviser training within two years of appointment
3. Have experience/understanding of human resource management
4. Hold a Wood Badge and/or be prepared to complete a Leader of Adults advanced training within twelve months of appointment