

ROYAL ACADEMY OF DANCE

Document:	POSITION DESCRIPTION
Position Title:	Regional Manager – Victoria and Tasmania
Reports To:	Head of Department – Examinations and Regions
Direct Reports:	1
Location:	Remote working option available
Hours of Work:	37.5 hours pw (Part time option is available)
Term:	Permanent full time
Salary:	\$75,000 (Including annual leave loading)
Applications due:	5.00pm 28 November 2022
Application to:	Aaron Bloomfield – RAD National Director by email abloomfield@rad.org.au
Position enquiries:	abloomfield@rad.org.au -Please email your name, phone number and question and you will receive a return call.

Introduction

With over 13,000 members spread across 85 countries, The Royal Academy of Dance (RAD) is one of the largest and most influential dance education and training organisations in the world. RAD Membership supports the advancement of dance and includes professional dancers, students, teachers, benefactors, and friends.

Established in 1920, to improve standards and re-invigorate dance training initially within the UK, the Academy helps and encourages its teachers to perfect their teaching skills and pass on this knowledge to their students.

The RAD Australia is the largest RAD office outside of the UK, with 1,500 members nationally servicing approximately 50,000 dance student each year. The RAD has been established in Australia since 1935 - for 85 years. Every year more than 23,000 students take RAD exams nationally, and over 8,000 participate in our student events and courses. We have some 100 students studying annually on our Examination and Region programmes and a comprehensive Continuing Professional Development Programme, which, in its hybrid live/online format reaches teachers in Australia and internationally.

Objectives of RAD

The RAD exists to **'Inspire the world to dance'**. We seek to:

- **To be the voice of expertise**, globally recognised as a leader in dance, education, and training.
- **To be all-welcoming**, with a belief in the power of dance to transform lives, and the value of a diverse workforce and community.
- **To be in-step**– working collaboratively to deliver our vision.
- **To be choreographed to deliver**, with the right people and processes to realise our objectives.

Position Objective

The Regional Manager is responsible for the management, administration, delivery and promotion of RAD examinations and student activities including ballet examinations, events, workshops, Masterclasses, and activities within the region with the aim of developing existing and new RAD membership and markets. The Regional Manager works collaboratively with teachers, members, examiners, and other RAD personnel to deliver a high quality and valued service.

Duties and Accountabilities

Management	Description
Governance	<ul style="list-style-type: none">▪ The development of a region development strategy and personal operational plan in accordance with the department operational plan.▪ The implementation of policy, process, procedure, and risk registers in for all student activities.▪ Operational requirements requested by the Head of Department.
People	<ul style="list-style-type: none">▪ Management, enablement, and empowerment of any direct reports to achieve the RAD strategic and operational objectives.▪ Foster and promote a collaborative, problem solving work culture horizontally between departments and vertically within the department through to the National Director.▪ Maintain open communication and strong working relationships with RAD staff and stakeholders.▪ The implementation of a department succession plan by ensuring that there is a 'cross-function' of knowledge between individual portfolios.▪ The development and extension of third-party/external stakeholder networks, liaisons, and partnerships.▪ Promote and foster an inclusive work culture that celebrates diversity.▪ Actively promote a positive working culture within the RAD.
Delivery	<ul style="list-style-type: none">▪ Ensure effective planning, communication, delivery, and acquittal of RM activities in accordance with RAD strategic, operational, and governance requirements.▪ Plan, administer and deliver RAD events, examinations, and class awards programs in line with RAD UK requirements including but not limited to:<ul style="list-style-type: none">▪ Manage exam entries, event registrations, ticket sales and box office where required.▪ Book venues, manage technical requirements, develop timetables, coordinate itineraries, develop and organise schedules, and order awards.▪ Contract and coordinate required personnel, book transport, accommodation, and subsistence/meals in accordance with approved budgets.▪ Develop and maintain a region budget to ensure ongoing and systematic reporting of financial performance following each region activity.▪ Manage risk and database entry requirements.

	<ul style="list-style-type: none"> ▪ Manage enquiries from teachers, parents/guardians, and students. ▪ Attend, supervise and undertake duties at examinations and events. ▪ Ensure compliance with working with children legislation and RAD safeguarding policy in the delivery of all activities. ▪ Engage, manage, and administer RAD volunteers and the RAD volunteer committee known as the 'Advisory Panel' including: <ul style="list-style-type: none"> ▪ Coordination and scheduling of regular meeting and Annual General Meetings. ▪ Preparation and circulation of meeting paperwork – notice of meeting, agenda, minutes, action lists. ▪ Undertaking the role of Chair, Treasurer and Secretary as required. ▪ Being the principal point of contact for Advisory Panel members. ▪ Establish and foster partnerships with government and non-government organisations to further the objectives of the RAD and inspire the world to dance. ▪ Provide customer service support to RAD members with general enquiries in a timely manner.
General	<ul style="list-style-type: none"> ▪ Ensure the HoD and National Director remain updated of all matters within the portfolio in a timely manner. ▪ Attend meetings, undergo training, and follow instruction by the HoD. ▪ Update required reports with quality input. ▪ Manage issues professionally and in accordance with the RAD policies and procedures. ▪ Reflect the RAD values in the everyday work environment. ▪ Comply with WHS legislation in order to provide a safe workplace for staff, volunteers, visitors, and contractors. ▪ Ensure the strict adherence to the RAD safeguarding policy and procedures.

Key Relationships

Who	Purpose
National Director	To ensure a shared vision, mutual goals, and alignment of RAD objectives.
Head of Department – Examinations and Regions	To receive direction that ensures the coordination and alignment of RM activities with overall RAD strategic and operational objectives.
RAD Head of Departments	To collaborate on cross departmental strategies and operations and foster a collaborative working culture within the RAD.

Regional Managers & Coordinators	To enable and coordinate the attainment of the RAD operational objectives within a collaborative and inclusive workplace culture.
Government and NGO's	To further the strategic and operational objectives of the RAD.
Regional Advisory Panels	To plan and deliver a portfolio of events that promote growth and development within the Region.
Teachers, Tutors, Pianists and other freelance staff	To deliver examinations and student activities.
RAD Members and Customers	To support dance schools through quality examinations, events, and quality customer service.

Success Profile

Experience	Qualifications and Knowledge
<ul style="list-style-type: none"> ▪ Demonstrated ability and commitment to work in an innovative high performing environment. ▪ The ability to manage several portfolio's simultaneously with strong time management skills. ▪ Demonstrated ability to solve complex problems and facilitate change management. ▪ Experience managing a team of volunteers. ▪ Demonstrated experience managing relationships across a wide range of internal and external stakeholders for mutual benefit. 	<ul style="list-style-type: none"> ▪ Relevant tertiary or VET qualifications in Administration, Management, event/project management or Business. ▪ First aid certificate ▪ Working with children check ▪ Current driver's license ▪ Knowledge and understanding of the RAD EaR activities, the RAD, and dance industry broadly. (Desirable)
Competencies	Personal Attributes
<ul style="list-style-type: none"> ▪ Planning and organising ▪ People management and support ▪ Critical thinking ▪ Collaboration ▪ Influencing ▪ Communication ▪ Continuous Improvement ▪ Decision Making ▪ Negotiation ▪ Building Partnerships ▪ Open and honest dialogue 	<ul style="list-style-type: none"> ▪ Uses initiative ▪ Innovative ▪ Problem solver ▪ Relationship building ▪ Continuous learner ▪ Calm under pressure ▪ Patience ▪ Willingness to work across portfolio's ▪ A commitment to quality work ▪ Connectedness to Principles <ul style="list-style-type: none"> ○ Find it (courage) ○ Bring it (excellence) ○ Own it (accountability)

	<ul style="list-style-type: none"> ○ Fight for it (passion) ○ Drive it (tenacity) ➤ Together (teamwork)
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Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display resilience & courage	Adept	<ul style="list-style-type: none"> ▪ Be flexible, show initiative and respond quickly when situations change. ▪ Give frank and honest feedback/advice. ▪ Listen when ideas are challenged, seek to understand the nature of the criticism, and respond constructively. ▪ Raise and work through challenging issues and seek alternatives ▪ Keep control of own emotions and stay calm under pressure and in challenging situation.
Personal Attributes Act with integrity	Adept	<ul style="list-style-type: none"> ▪ Represent the organisation in an honest, ethical, and professional way and encourage others to do so. ▪ Demonstrate professionalism to support a culture of integrity within the department. ▪ Set an example for others to follow and identify and explain ethical issues. ▪ Ensure that others understand the policy framework within which they operate. ▪ Act to prevent and report misconduct, illegal and inappropriate behaviour.
Personal Attributes Manage self	Adept	<ul style="list-style-type: none"> ▪ Manage personal and team member stress for the delivery of quality services to members. ▪ High level time and organisation skills to balance work and life pressures. ▪ Sophisticated decision making and problem-solving skills. ▪ Taking initiative, enhanced positivity, and self-awareness.
Relationships Communicate effectively	Adept	<ul style="list-style-type: none"> ▪ Tailor communication to the audience. ▪ Clearly explain complex concepts and arguments to individuals and groups. ▪ Monitor own and others' non-verbal cues and adapt where necessary. ▪ Create opportunities for others to be heard. ▪ Actively listen to others and clarify own understanding. ▪ Write fluently in a range of styles and formats.
Relationships Work collaboratively	Adept	<ul style="list-style-type: none"> ▪ Become part of a working entity with a shared purpose. ▪ Strive to gain consensus in problem-solving or development. ▪ Participate in collaboration and expect others to participate. ▪ Negotiate and collaborate to find a middle point. ▪ Share ideas and knowledge to promote the growth and development of the RAD. ▪ Think and consider alternatives. ▪ Proactively engage rather than wait and see.

Group and Capability	Level	Behavioural Indicators
Results Plan and prioritize	Adept	<ul style="list-style-type: none"> Strong understanding of workflow and time management. Ability to triage operational priorities and balance several tasks simultaneously. Managing deadlines and distractions to stay focused on time critical duties and helping others do the same. Troubleshooting issues, managing risk, and planning to manage the ebbs and flow of the work calendar.
Results Think & solve problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships, and make recommendations based on relevant evidence. Anticipate, identify, and address issues and potential problems and select the most effective solutions from a range of options. Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness. Identify and share business process improvements to enhance effectiveness.
Results Demonstrate accountability	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions. Ensure that actions of self and others are focused on achieving organisational outcomes. Exercise delegations responsibly. Understand and apply high standards of financial probity with RAD monies and other resources. Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others. Conduct and report on quality control audits. Identify risks to successful achievement of goals and take appropriate steps to mitigate those risks.
People management Manage & develop people	Intermediate	<ul style="list-style-type: none"> Define and clearly communicate roles and responsibilities to achieve department outcomes. Negotiate clear performance standards and monitor progress. Develop department plans that consider team capability, strengths, and opportunities for development. Provide regular constructive feedback to build on strengths and achieve results. Address and resolve team and individual performance issues, including unsatisfactory performance in a timely, fair, and effective way. Monitor and report on performance of team in line with RAD performance development frameworks.

The RAD Commitment to the safeguarding of children and adults at risk

The RAD has a 'duty of care' to provide a safe environment for and to promote the health and well-being of children, young people and adults at risk. The RAD takes all reasonable steps to ensure that safeguarding and promoting the welfare of children and adults at risk is embedded in our contact with them through the training and activities we provide. The RAD ensures that children and adults at risk are well protected and that there is a system in place to safeguard their welfare.

The RAD believes that the welfare of the children and adults is paramount, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation have the right to equal protection from all types of harm or abuse.

The RAD has adopted ['Policy and procedures on safeguarding children and adults at risk'](#)

- to facilitate protection for children under the age of 18 years and adults at risk during any activity provided by the RAD.
- to provide staff with procedures to follow in the event that they suspect a child or adult at risk may be experiencing abuse or be at risk of abuse or harm.
- to protect children and adults at risk where there is a concern about the behaviour of an adult, including a member of RAD staff.
- to assist all individuals at the RAD to meet their duty of care to safeguard all children and adults at risk who take part in RAD activities.
- to uphold our duty to have due regard to the need to prevent people (children, adults at risk and students) from being drawn into terrorism, known as the Prevent Duty, and
- to ensure that where RAD staff, RAD Trustees, RAD Subcommittee members, Trustees, students, Examination and Region students or visitors have concerns about the welfare of children or adults at risk, they are in a position to take appropriate steps to address them.

The RAD is committed to ensuring effective recruitment, selection and vetting as part of its commitment to safeguarding,

- The RAD will ensure that safe practice is integrated into all recruitment, selection, vetting and induction processes.
- The RAD has policies on the vetting of all staff, including working with children checks, the recruitment of ex-offenders and the secure storage, use, retention and disposal of disclosures and disclosure information.
- The RAD requires all employees and those working with children or vulnerable adults during RAD activities complete the working with children check in the state of their residency.
- Young people under the age of 18 years will not be employed in positions where they are responsible for teaching or supervising children and students under the age of 18 years.