

POSITION DESCRIPTION



Role Title

Mudbash Human
Resources Officer

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Not Applicable
Mudbash Chairman
Victorian Rover Council Assistant
Chairman

ELIGIBILITY

- The position of Mudbash Human Resources Officer shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Support the committee in the undertaking of their duties and responsibilities.
- Working with the Chairman and Rover Adviser, ensure all committee members are adequately trained for their allocated responsibilities & that any Victorian Rover Council training stipulations are met.
- Provide support and guidance to Committee members to resolve any disputes which may arise.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Prepare monthly reports detailing the work done by the Human Resources department since the last committee meeting & providing it to the secretary prior to the next meeting.
- Attend monthly committee meetings.
- Draft a budget for Human Resources, liaising with the treasurer to ensure that money is within budget.
- Spend within the agreed department budget, except where approved by the Chairman.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

- Provide support to Mudbash Committee, ensuring that members are nourished and well rested to undertake their duties and responsibilities.
- Provide support and guidance to Committee members to resolve any disputes which may arise.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

POSITION DESCRIPTION



After Mudbash

- Working with the Chairman, clean up all remnants of the event from Mafeking Rover Park, ensuring all equipment is returned and unused materials are stored for future use.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Ensure all invoices are finalised and provided to the treasurer.
- Attend the event forum, listening to the feedback provided by Rovers.
- Produce an Annual Report by the Mudbash Annual General Meeting detailing the work done which is relevant to their duties.

The Human Resources Officer has the right to make decisions about related matters as circumstances dictate, however these decisions should be notified to the committee and ratified at the first opportunity.

DESIRED SKILLS

- Conflict Resolution
- Approachable & Respectful Manner
- Interpersonal and relationship building skills
- Communication
- Attention to detail
- Able to work as part a team to accomplish tasks.
- Occupational Health & Safety risk mitigation & reporting.