

**Fremantle Chamber
of Commerce
Inc.**



FREMANTLE CHAMBER OF COMMERCE CHIEF EXECUTIVE OFFICER

ABOUT THE BUSINESS

The Fremantle Chamber of Commerce (FCC) is focused on economic development across the Fremantle region and its purpose is to build, support and sustain strong business activity and growth. As an advocate for business, FCC has been part of the fabric of Fremantle for well over a century and is committed to its future.

Fremantle has an eclectic mix of economic sectors including one of the Western Australia's major tourism destinations, main street retail and commercial centre, a key hub for port, marine, trade and logistics, a university town, an innovative industrial zone and a centre of creative economies.

A strong and robust business sector is a conduit to develop Fremantle's economy and workforce and grow its community

ABOUT THE ROLE

The Chief Executive Officer is to promote the Chamber as a recognised voice and forum for business opinion on matters affecting the retail, tourism, commercial and industrial base of the City of Fremantle.

KEY RESPONSIBILITIES

Include but not limited to:

Leadership:

Making Fremantle the place for business and include representing the business community to influential stakeholders.

Leading the region's business community by promoting a robust environment and enhancing economic activity throughout the Fremantle region.

Identify new avenues for future economic growth.

Prepare a strategy on how to deliver the Greater Fremantle Action Plan (GFAP) with key stakeholders.

Sustainability & business growth:

Strengthen FCC's three business revenue streams, namely membership, building management and export documentation.

Prepare a comprehensive business development strategy which connects all three revenue streams.

Business operations & finance:

Responsible for the finance performance of the organisation.

Prepare annual budgets, monitor and control expenditure.

In association with the FCC Book Keeper and Treasurer ensure that accurate financial reports are submitted, on time, monthly to the FCC Board.

Representation:

Representation on/attendance at:

- Various committees (e.g. development & infrastructure, tourism and small business/retail).
- Destination Marketing Working Group.
- Destination Perth Board.

Regular meetings with elected officers and councillors at the City of Fremantle.

Other committees as and when required as directed to by the FCC Board.

People Management and Development:

Responsible for the supervision and management of all FCC employees.

Membership:

Provide relevant services and products to our members.

Strengthen and build membership networks and resources.

Marketing and Communications:

Develop and deliver a marketing and communication strategy to include brand development, social media, website, newsletters and blogs.

Functions, networking and events:

Ensure there is a comprehensive program of FCC events, networking opportunities and functions that are relevant and worthwhile for FCC members.

Oversee the planning of the Fremantle Business Awards to ensure it is profitable for FCC.

Represent the business community at all functions and events.

ADDITIONAL INFORMATION

As the senior employee of the Chamber, the Chief Executive Officer is expected to provide leadership to staff and members of the Chamber. The Chief Executive Officer will therefore be required to act largely autonomously, whilst at the same time keeping the President and Board appropriately informed of issues and developments which are or would be likely to affect the Chamber's operations and the business environment of its members.

Skills and experience

Experience working with State government agencies, Chambers, Councils and not-for-profit organisations

High-level of attention to detail

Experience in public speaking and presentation

Leadership Competencies:

Strategic planning

Direction setting & delivery of strategy

Inspiring others & managing performance

Decision making

Developing others

Technical Competencies:

Good understanding of corporate governance matters

Financial & business acumen e.g. experience in budget development

Commercial astuteness and business development

Negotiation and influencing

Continuous process improvement

Project management

Demonstrating flexibility and facilitating change

KEY REFERENCE DOCUMENTS

Strategic Plan.

https://www.fremantlechamber.com.au/sites/default/files/resources_documents/FCC%20Strategic%20Plan%202018%20Summary.pdf

Greater Fremantle Action Plan

https://www.fremantlechamber.com.au/sites/default/files/resources_documents/Greater%20Fremantle%20Action%20Plan_WEB.pdf

CLOSING DATE:

Friday 1 February 2019 via SEEK