

## **Operations Manager - Space Industry Association of Australia Limited**

The Space Industry Association of Australia is the peak space industry representative body in Australia, with a strong track record of achievements in the areas of policy development, conferences and events (including the International Astronautical Congress in 2017) and contributions to space sector development in Australia. We operate as a not-for profit national company limited by guarantee, governed by a Board of seven elected members and advised by an Advisory Council of 20 appointed members. The SIAA was founded in 1992 and our membership comprises large corporates and SME's, government organisations, universities and individuals. Our principal object is to promote and assist the development of a viable and internationally competitive space sector in Australia.

The SIAA is seeking to appoint an Operations Manager under a contract for services. The Operations Manager will report to the Chair of the Association and will play a key role in expanding the association's operations in the next stage of its development. With a strong focus on delivery of benefits to members, the Operations Manager will work closely with the SIAA Board on the delivery of current programs, services and new initiatives.

### Responsibilities:

- General administration including Board agendas, minutes, document management, book sales, on-line database management, printing and corporate compliance
- Financial management including book-keeping, receipts and payments, insurance, membership renewals, bank account and investment management and liaison with the auditor
- Event management including liaison with partners and all logistical and presenter arrangements
- External relations, as directed, including website and social media management, liaison between the media and the appointed SIAA spokesperson and liaison with government agencies and like-minded organisations
- Member relations and recruitment including correspondence, newsletters, presentations and recruitment

Qualifications and experience sought:

- A tertiary qualification
- An Australian citizen
- A reputation for personal integrity and a strong business acumen
- A knowledge of the institutions and key players in the Australian space sector
- A commitment to the objects of the Association
- A demonstrated ability to implement faithfully the decisions and policies of the association and directions of the Chair and the Board without close supervision
- A demonstrated ability to initiate and implement programs, events and member services under direction
- A demonstrated ability to recommend and implement initiatives for the growth of the Association and for greater member benefit
- A knowledge of website editing and web programming languages would be an advantage

We anticipate that the successful appointee will operate as an independent contractor providing their own work premises, office support, insurance etc. Please provide details of your proposed location. The term of the initial contract would be 12 months with a probation period of 3 months. A fee to include all expenses except travel will be negotiated. The initial contract will be renewable by mutual agreement.

To apply please send your resumé and cover letter to the following email:

<mailto:applications@spaceindustry.com.au>

The deadline for applications is 7 September 2018.

Written questions may also be addressed to the same email address.