



3mdr.com



9752 5637



radio@3mdr.com



Forest Park Homestead,  
Riley Road, Upwey VIC

## POSITION DESCRIPTION

**Title:** Station Manager

**Basis of Employment:** Permanent Part-Time

**Location:** 3MDR Studios and Office – Forest Park Homestead, Riley Rd, Upwey VIC

**Reports to:** 3MDR Committee of Management

**Direct Reports:** Engagement Coordinator, Sponsorship and Communications Coordinator, Head Technician, Subcontractors

### ABOUT 3MDR

3MDR provides an independent community voice for the Mountain District area, achieved with interactive local news, culture, and entertainment.

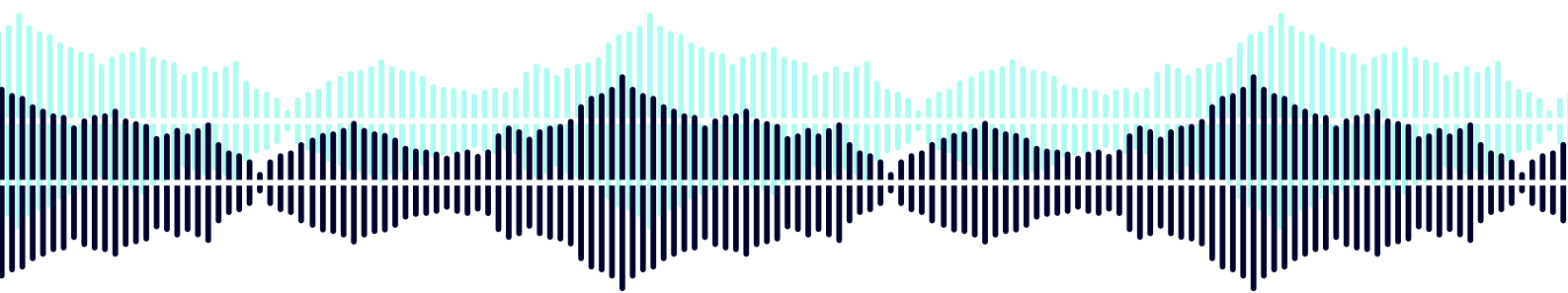
3MDR 97.1fm is a community radio station based east of Melbourne in the Dandenong Ranges. 3MDR is located at the Forest Park Homestead in Upwey South, from which we broadcast to the communities of Cardinia Shire, Yarra Ranges Shire, and the eastern half of the City of Knox. Listeners tune in across Melbourne and via streaming around the world.

Our presenters are passionate about broadcasting and are actively involved in the community. There is a program for all tastes and interests. 3MDR broadcasts 24 hours a day 7 days a week. Our programming includes music, live performances, news and lifestyle, talk-back, and local community arts and culture.

### ABOUT THE ROLE

The Station Manager leads the day-to-day operations of 3MDR, bringing expertise and passion to the role. The role is focussed on delivering the strategies and outcomes detailed in 3MDR's Strategic Plan, and works closely with the Committee of Management, staff and volunteers to achieve this.

The role requires a passionate individual with significant experience in working with community and the skills to effectively fulfil the duties of the position.



# 3M<sup>▲</sup>DR97.1 fm

## KEY RESPONSIBILITIES:

### LEADERSHIP AND MANAGEMENT

- Lead and cultivate a strong organisational culture amongst both staff and volunteers that aligns with 3M<sup>▲</sup>DR's values.
- Lead and manage the daily activities and workflow of the station staff and key volunteers to ensure all duties and responsibilities are fulfilled.

### OPERATIONS

- Day-to-day running of the station operations to ensure 3M<sup>▲</sup>DR remains on-air, including oversight of building maintenance.
- Manage relationships with relevant subcontractors and providers, as well as the station's landlord.
- In collaboration with the Head Technician, oversee the maintenance and compliance checking of the station's equipment.

### WORKPLACE HEALTH & SAFETY

- Ensure 3M<sup>▲</sup>DR is a safe working environment for staff, volunteers, and guests.
- Ensure 3M<sup>▲</sup>DR's compliance with relevant WHS legislation and guidelines.

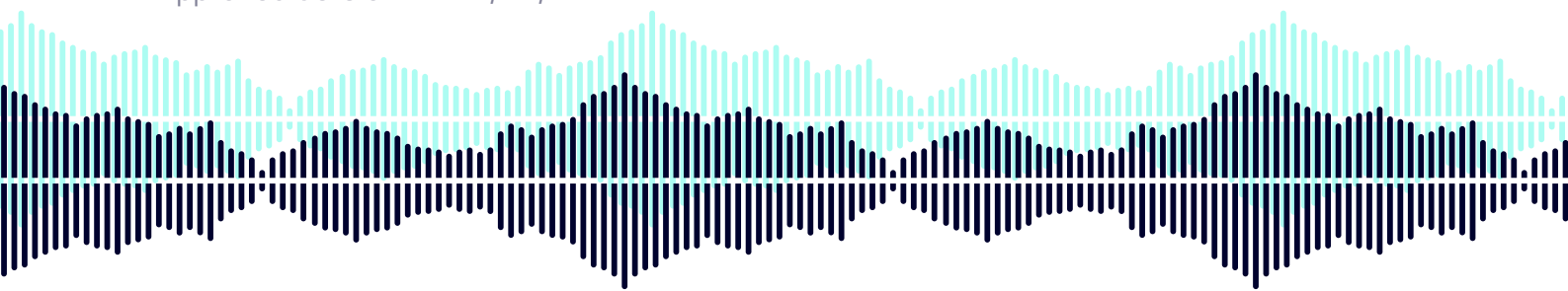
### ADMINISTRATION

- Responding to general business enquiries and where appropriate delegating, the processing of all emails, phone calls, and mail to the station.
- Maintain 3M<sup>▲</sup>DR's membership and subscription database and ensure compliance with data security and privacy requirements.
- Prepare a monthly report on the station's activity for the Committee of Management, and an annual report for the 3M<sup>▲</sup>DR AGM.

### DEVELOPMENT

- Manage 3M<sup>▲</sup>DR's grant applications and acquittals.
- Seek new funding opportunities for the station, as appropriate.

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# 3MDR97.1 fm

## **FINANCIAL MANAGEMENT**

- Oversee operational financial management of 3MDR, including raising orders, receipting of invoices and monthly reconciliation against budget
- Liaise with the 3MDR Treasurer and bookkeeper to maintain financial records, reporting, and compliance.
- Liaise with 3MDR's auditor as appropriate.
- Undertake banking as required and manage petty cash.

## **REGULATORY COMPLIANCE**

- In collaboration with the Committee of Management, ensure 3MDR remains compliant with all relevant regulation and licencing requirements, and that reporting obligations are met.

## **STAKEHOLDER MANAGEMENT**

- Build relationships with funding bodies, regulators, local councils, and other relevant groups to strengthen 3MDR's position in the community broadcasting sector and wider community.
- Work collaboratively with 3MDR's Committee of Management and various sub-committees to grow the capacity of the station through leveraging volunteers' skills, expertise, and time.

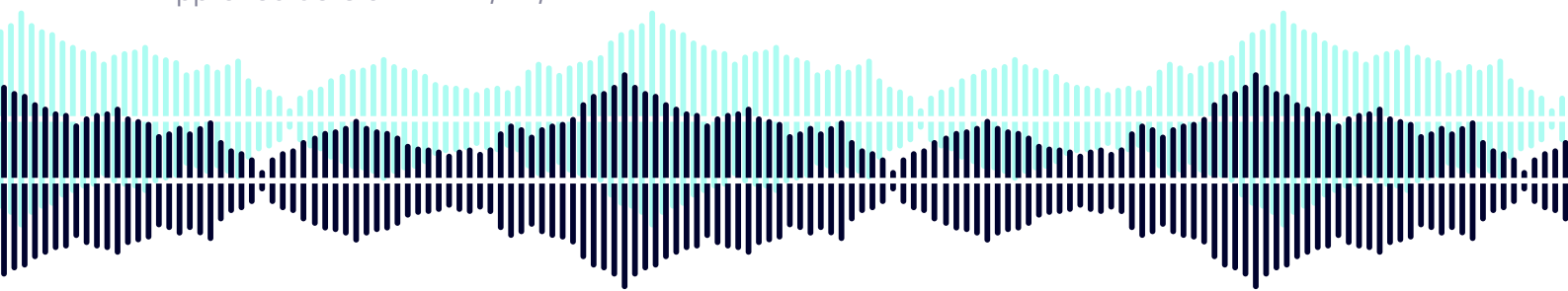
## **PLANNING**

- Work with 3MDR's Committee of Management to design and implement the station's Strategic Plan.

## **PRODUCTION**

- Collaborate with staff and volunteers to ensure an ongoing process for the production of announcements, spots, and promotions is maintained.

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## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for achieving agreed operational performance outcomes
- Accountable for achievement of the objectives of the position in accordance with 3MDR policies and in consultation and collaboration with the Committee of Management
- The freedom to act is governed by the organisation goals and policies, and limited by the responsibilities as set out in this role statement
- Accountable for compliance with all OHS, policies, procedures
- Authorised to make decisions that are necessary to maintain day-to-day operations.

## JUDGEMENT AND DECISION MAKING

- Responsible for making decisions, exercising initiative and resolving problems within the range of established policies and guidelines
- Responsible for identifying and quantifying staff and resources required to support operations and events
- Judgement and decision making is required to identify, understand and assess issues, risks and/or opportunities, and to make recommendations to the Committee of Management to support 3MDR.

## SPECIALIST KNOWLEDGE AND SKILLS

- Experience in working with community, and a passion for radio
- Strong leadership and management skills
- Financial management skills
- Grant writing, management, and acquittal
- Volunteer management
- Strategic planning
- Understanding of the technical elements of radio production

## PHYSICAL REQUIREMENTS OF THE POSITION

- Occasional moderate physical activity required to transport and maintain equipment, both onsite and for offsite events.
- Sustained hours at desk in an office environment.

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