



General Manager Position Description and Selection Criteria

Job description/Services to be provided

The Services to be provided include, but are not limited to:

- a. Identifying opportunities and challenges for APAN, its development and future growth. This may include the identification of new members, partners and sponsors, development of new services or functions, and broadening the APAN Meeting model.
- b. Maintaining close Member and other stakeholder engagement, which assist the Board and Council to develop and execute new strategies as APAN evolves.
- c. Identifying additional revenue or funding opportunities for APAN, including grant programs, and pursuing their development.
- d. Providing broad direction to the APAN Secretariat.
- e. Working with current and potential meeting hosts, alongside the Event/Program committee and the APAN Secretariat, to ensure APAN Meetings/Conferences deliver on the needs of the APAN community.
- f. Promoting APAN in the wider NREN community, the research and education sector, funding agencies, government bodies, industry and other organisations as identified from time to time.
- g. Developing partnerships, memberships and sponsorships, that help to further the objectives of APAN.
- h. Helping to develop the capabilities of APAN Members and their communities, through e.g. organising and facilitating workshops during and outside of APAN Meetings.
- i. Providing development and oversight of the APAN Annual Budget and expenditure against the Budget.
- j. Supporting the functions of the APAN Board and APAN Council, and leading their meetings.
- k. Leading the ongoing development of APAN procedures such as the Meeting Handbook and House Rules.
- l. Chairing the APAN General Assembly at each Meeting.
- m. Working with the Company Secretary and Auditors on Company matters.
- n. Other services as agreed with the APAN Board.

Selection Criteria

Applications must address the following selection criteria, demonstrating the applicant's skills/experience.

The ideal candidate will have:

- a. Significant experience at a senior level of administration, reporting to the Board, taking responsibility for budget development and decision-making.
- b. Experience with running a member-led, non-profit organisation

- c. Familiarity with the tertiary research and education sector
- d. Ability to articulate, develop and set multi-year strategies, alongside day-to-day operational oversight including annual reports, audits and board meetings.
- e. Strong English language skills
- f. Ability to work with a multi-cultural and diverse membership. Diplomacy and tact are crucial attributes for this role.
- g. Possession of a sense of humour, patience, and excellent people skills.
- h. Ability to work independently, as part of an internationally distributed team, with extensive use of videoconferencing, and the ability to travel internationally at least twice a year.
- i. Experience with arranging and overseeing major conferences
- j. Knowledge of the application of IT and related network infrastructure to Research & Education