



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

MAY 2022

Position Title:	Chief Executive Officer
Team / Section:	Executive Management
Industrial Award:	Social, Community, Home Care and Disability Services Award 2010
Reports to:	Board of Governance
Supervises:	Executive Officer and other senior or specific program staff
Other Key Relationships:	Reporting to Board
Date Approved:	28/04/2022

Organisation Background:

Carers and Disability Link (CADL) is a Community Support Organisation established in 1995 to support informal Carers; those caring for a family member or friend who has a disability, illness or is frail aged, people with disability, and older community members.

- * As a registered NDIS provider, Carers and Disability Link provides a range of services to participants of the NDIS including assistance with daily activities, group and therapy supports, support coordination and plan management.
- * Social Support and Respite services are available for people over 65 years of age under the Commonwealth Home Support Program.
- * Support for Carers is offered through a range of activities, assisting Carers to maintain their caring roles as well as good health and well-being.

Together, we link people with disabilities, carers and the aged, with care and support services through flexible and inclusive choices within our local communities.

These services are delivered from Woodside, Nuriootpa, Clare, and Kadina

Primary Role Purpose

The Chief Executive Officer (CEO) role holds responsibility for the overarching short and long term success of the organisation.

This is achieved by;

- Ensuring the goals and objectives, within the Strategic Plan are met.
- Overseeing the implementation of programs, human and physical resources, and the financial management of the organisation.
- Meeting all contractual and compliance regulations of the organisation.
- Adherence to the Vision and Mission, Code of Conduct and the CADL Constitution.

Key Duties and Role Responsibilities

Strategic and Business Management

- * Work with the Board, Staff and Clients to develop Strategic and Operational Plans that:
 - o deliver on the CADL Mission, Vision and Strategic Objectives;
 - o promote sustainable growth;
 - o meet community need;
 - o ensure continuous improvement;
 - o translate annual business plans with clear Key Performance Indicators that achieve results.
- * Provide leadership and assume responsibility for the successful management of Carers and Disability Link to ensure the goals, objectives, culture, and Strategic Plan, as set by the board are met.
- * Manage the Strategic Management and alignment of the organisations vision and mission
- * Report to the Board on progress against Strategic Objectives.
- * Oversee the research, development and negotiation of tenders, submissions and budgets for new and existing programs.
- * Ensure contractual and compliance regulations of the organisation align with legislative requirements.
- * Build the CADL profile and recognition as an industry leader.
- * Establish positive working relationships and collaborative partnerships with relevant Federal, State and Local Governments and other relevant stakeholders.
- * Represent CADL on local, state and national forums and committees and provide authorities with specialist advice.

Operational Management

- * Ensure that the organisation has robust policies, systems and procedures in place that meet all legal and regulatory compliance requirements and quality services frameworks.
- * Ensure CADL is compliant with relevant state and federal laws, regulations and with standard accounting practices.
- * Provide high level reporting and guidance to the Board in relation to Quality, Risk and Compliance and direction to the QRC team.
- * Provide the Board with timely and accurate management and financial reports and advice to aid in key decision making.
- * Provide a strong level of support and leadership to the Executive Team.
- * Ensure major projects are completed in line with time and budgetary constraints.
- * Oversee the implementation and oversight of programs, human and physical resources.

Financial Management

- * Ensure the annual budget is presented to the Board for approval in a timely manner and is then responsible for its implementation.
- * Ensure the effective financial management of the organisation, including any reporting to State and Commonwealth Government bodies, and financial and accounting compliance
- * Ensure delegations of authority and financial authorisation processes are documented and enacted to ensure decisions are responsible, transparent and informed.
- * Ensure financial and audited reports are presented to the Board in the agreed timeline.

Human Resource Management

- * Develop and implement a workforce strategy to ensure services and programs are maintained and/or expanded across all regions of the organisation.
- * Ensure organisational human resources support CADL to meet its current and future needs for staffing, systems, skills and processes.
- * Lead a culture of positive engagement and general well being for all staff and volunteers.
- * Ensure a safe working environment that complies with all statutory and legal obligations, and that employee practices conform to organisational WHS policy and procedures.
- * Lead staff to effectively implement the strategy and annual plans of the organisation.
- * Ensure staff have clear work plans and Key Performance Indicators to effectively achieve their goals and personal growth.

Communication and Stakeholder management

- * Develop and implement a management structure that ensure timely, effective and engaged communication across the organisation.
- * Positively promote CADL through profile raising and sector engagement.
- * Actively promote the culture, values and policies of CADL in your daily work.
- * Comply with all organisational and operational policies of CADL.
- * Support staff development across the regions.
- * Protect and promote the right of carers, clients, staff and volunteers to privacy and confidentiality.
- * Maintain and develop partnerships with key stakeholders.
- * Ensure structures and procedures adhere to the requirements of Equal Opportunity, Work Health and Safety and Workers Compensation legislation.

Values

- Value the role of carers, in our communities.
- Value staff and volunteers and their contribution to the organisation.
- Act with honesty and integrity.
- Respect and align with Social Justice principles.
- Act with fairness and without discrimination.

Personal Qualities

- Interfaces easily with staff, clients, contractors, community members and political stakeholders
- Has a “can-do” attitude
- Has a sense of humour, integrity and an impeccable work ethic
- Has strong motivational and leadership abilities
- Highly ethical with a high level of integrity, self-motivation, is dependable and reliable
- Is committed to achieving positive outcomes for clients and the organisation
- Excellent communication and presentation skills

Experience

Essential

- * Experience in executive management within the community/human services environment.
- * Experience in leading collaborative strategic planning.
- * Demonstrated understanding of relevant legislation and quality standards affecting the provision of services across Aged, Disability, Youth and Mental Health Services
- * Proven experience in oversight of organisational contracts and financial management.
- * Proven financial management and budgeting skills.
- * High level of collaborative relationship building and networking skills
- * Evidence of recent Professional Development

Desirable

- * Knowledge of Community Development practices.

Qualifications

Essential

- * Degree in Social Sciences, Not-for-profit Management, Business Management, or higher tertiary qualification in a related discipline.
- * Managerial experience in the not-for-profit Social Service, Health Care or Community Services Sector.

Desirable

- * Master of Business Administration or equivalent Post-graduate studies
- * Knowledge of Office Suite and Excel

Special Conditions

This position requires;

- Flexible hours, including weekends and after hours.
- An ability and willingness to work from home, as required and in line with the CADL working from home policy.
- Current, screening clearances and statutory requirements.
- A willingness and ability to take on additional duties if required, in consultation with the Board.
- Participation in an annual developmental review as determined by the Board.
- Current drivers licence.

Our Agreement

The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the job.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.