



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

SEPTEMBER 2020



JOB SPECIFICATION

POSITION: CHIEF EXECUTIVE OFFICER

REPORTS TO: BOARD OF MANAGEMENT

About HomePlace

Established in 1989, HomePlace was formed by a group of parents who were seeking to secure an independent future for their adult children with intellectual disabilities. Since that time, HomePlace has grown to be a proudly small and resilient organisation, supporting over 50 participants and employing more than 80 staff. We are highly committed to providing a quality of service that leads to better life opportunities for people living with disabilities.

HomePlace offers personalised, flexible support in individual and shared housing arrangements which may include participants living in their own home, living with family members or sharing with another participant. Our focus is on supporting participants to become as independent as possible.

Our vision is to create a respectful and inclusive community that values people who live with disabilities. Our mission is to provide a values-based support service that enables people with disabilities to live well.

Our values are expressed as:

Respect – regard for the unique identify of the individual.

Trust – being honest and reliable.

Safety – protection against abuse, violence, neglect and exploitation.

Partnership – achieving outcomes by working together.

About the role

The values of HomePlace are central to determining the people we employ. We are seeking a Chief Executive who will lead the organisation and model our organisational values in their day to day practice. Reporting to the Board of Management, the Chief Executive will lead and develop the management team and provide strong leadership to drive success through strategy development and implementation. The Chief Executive has oversight and accountability for corporate governance and service quality.

The Chief Executive will ensure relationships are built and maintained with key stakeholders including:

- The people HomePlace supports and their families, representatives or advocates.
- Relevant government departments including the National Disability Insurance Agency (NDIA), NDIS Quality and Safeguards Commission and South Australian Department of Human Services.
- Other support and housing providers, allied health professionals and medical professionals.



Key Responsibilities and Accountabilities

Quality outcomes for the people we support	<ul style="list-style-type: none"> • Achieving a high level of positive participant outcomes. • Recruiting and developing the HomePlace team. • Leading high performance.
Strategy Development and Implementation	<ul style="list-style-type: none"> • Playing a lead role in the development of the organisational strategy. • Effectively communicating and exemplifying HomePlace’s vision, mission, values and strategy to stakeholders.
Governance and Risk Management	<ul style="list-style-type: none"> • Ensuring that systems and oversight is in place to mitigate risk and comply with regulatory and statutory obligations. • Ensuring robust policies, systems & procedures are in place to meet all ethical, legal, and statutory compliance requirements.
Leadership	<ul style="list-style-type: none"> • Leading the team to achieve goals, modelling values and behaviours, engaging the team, participating in the implementation of the strategic plan, innovation.
Growth and Improvement	<ul style="list-style-type: none"> • Identifying and securing new opportunities for HomePlace, where they align to the values of HomePlace and ensure positive participant outcomes. • Undertaking a systematic approach to continuous improvement.
Management	<ul style="list-style-type: none"> • Leading, developing, motivating and managing the staff within the organisation. • Ensuring business structures and systems that ensure the organisation is sustainable are implemented, maintained and monitored. • Ensuring staff understand their roles & responsibilities and are provided with the guidance, training & support they need to thrive in their roles.
Health, Safety and Welfare	<ul style="list-style-type: none"> • Modelling safety behaviours that demonstrate HomePlace’s commitment to safety. • Ensuring safety systems are implemented, monitored and continuously improved. • Complying with and adhering to all HomePlace Safety and Injury Management policies and procedures. • Taking all reasonable care that personal actions do not impact on the health, safety or wellbeing of others at the workplace.



PERSON SPECIFICATION

Personal Skills, Values and Attributes

- Ability to establish trust and communicate effectively with our participants, their families, staff and other stakeholders.
- Warmth, empathy, authenticity and excellent interpersonal skills.
- Strong ethics and professionalism in all matters.
- Collaborative manner that values and enhances a team approach.
- Excellent team building and leadership skills.
- Excellent written and verbal communication skills.
- Vision combined with high levels of strategic, political and commercial acumen.
- Good analytical and problem solving skills.
- Self starting and highly motivated.
- Demonstrates initiative and an innovative approach underscored with sound commercial acumen.
- Capacity to mentor, empower and develop strong performers.
- Capacity to effectively manage performance.
- The capacity to formulate, articulate and execute strategy.

Other Requirements

- Experience of contemporary service approaches for people with disabilities.
- Previous experience of operating within the NDIS environment is highly desirable.
- Practical clinical experience in the disability or a related sector would be considered favourably.



HOW TO APPLY

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

For a confidential discussion, please call Andrew or Christian Gaszner on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.