



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

MARCH 2021



JOB SPECIFICATION

POSITION: Chief Executive Officer

REPORTS TO: The Board of UnitingSA

We acknowledge the land of the Kurna people on which we meet and work and pay respect to their elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land.

Broad scope

UnitingSA is a community based organisation established in 1919. Formerly Uniting Care Wesley Port Adelaide, it is an organisation with a long and proud history of working with communities, individuals and families and supporting South Australians throughout the state. UnitingSA maintains its connections to the Uniting Church although it now operates as an independent company.

Inspired by values of respect, courage, compassion and integrity, we seek opportunities to enliven communities, enrich lives and improve wellbeing.

Every day we work with youth, adults, families and older people, people facing mental health issues, people with disabilities, and those from First Nations and culturally and linguistically diverse backgrounds.

We now assist over 15,000 people every year with over 1,000 employees and volunteers delivering aged care, community, disability and mental health support and early childhood, employment and affordable housing programs. A substantial capital works development program supports innovation and growth in service delivery.

Every aspect of what we do demonstrates our determination to deliver good outcomes to the community, respect for the unique worth of every individual and our passion for empowering people.

The Chief Executive Officer is responsible to the Board of UnitingSA for the strategic leadership and effective management of the organisation.



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Key responsibilities

- Provide strategic direction and leadership in managing the operations in accordance with UnitingSA's purpose and values, and the strategies, plans and policies approved by the Board
- Work effectively with the Board in support of its responsibility for UnitingSA's governance model and obligations and in the development and implementation of the organisation's strategic directions
- Ensure the organisation's structure and processes support UnitingSA's strategic goals and the effective and efficient functioning of the organisation
- Ensure excellence in the provision of services to our communities
- Role model appropriate behaviours across all cultural, compliance and operational aspects of the organisation
- Ensure sound financial/asset management and governance.

Key result areas

1. Strategic Leadership
2. Development, Alliances and Partnerships
3. People and Culture
4. Community Leadership
5. Work, Health and Safety

1. Strategic Leadership

- In conjunction with the Board and Executive develop and review UnitingSA's Strategic Plan
- Effectively communicate UnitingSA's plan, purpose and values to all key stakeholders
- Maintain a high level of organisational performance
- Exercise a continuous review of outcomes associated with agreed strategies and objectives
- Ensure sustainable growth and sector leadership in key service areas
- Ensure our data, information management systems and cyber protection are fit for purpose
- Ensure that the highest standard of financial and auditing practice and reporting is maintained
- In conjunction with the Board and Executive maintain the strategic risk framework and apply the organisation's business strategy to future growth opportunities
- Oversee high quality capital works programs and practices which meet sustainable environmental goals.



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- Maintain high quality governance arrangements in conjunction with the Board of UnitingSA
- Work closely with the Board to identify, measure and deliver on agreed annual key performance indicators.

2. Development, Alliances and Partnerships

- Explore opportunities for growth and development within the strategic business frameworks of the organisation
- Support reconciliation by working with Aboriginal communities and organisations
- Oversee the growth of the organisation including pursuing alternative sources of income, and opportunities for mergers, acquisitions and joint ventures
- Work closely with community, government and business organisations to meet UnitingSA's goals.

3. People and Culture

- Create a safe, honest and respectful leadership culture
- Lead effective communication, innovation and cooperation across the organisation
- Model the values of a service oriented culture where staff and volunteers can succeed
- Ensure systems are in place for continuous improvement in the delivery of high quality services to those we serve
- Lead the establishment of a learning culture which supports high performance.

4. Community Leadership

- Maintain UnitingSA's positive reputation through active participation and representation on external Boards, Committees and peak bodies where appropriate
- Develop and maintain positive working relationships with internal and external stakeholders in the interests of enhanced outcomes for our communities
- Advocate on behalf of our core communities to improve social justice outcomes.

5. Work, Health and Safety

- Foster a safe, open and respectful culture that embeds the values of UnitingSA
- Ensure that the organisation's culture places health and safety as high priorities
- Advocate for services to be delivered in a safe work environment
- Ensure that all work, health and safety standards are met
- Optimise our work, health and safety systems and performance.



PERSON SPECIFICATION

1. Qualifications

- A degree qualification in human services, business administration or related fields
- Post graduate level qualifications desirable.

2. Experience, Skills & Knowledge

Experience

- Proven track record of values driven leadership
- Demonstrated experience in influencing key stakeholders
- Proven experience in effective leadership of a complex human services organisation
- Proven experience in relating effectively to diverse communities of people.

Skills and Knowledge

- Demonstrated knowledge of the complex governance and risk management arrangements which underpin aged care, community and housing services
- Demonstrated effective written, oral and interpersonal communication skills
- Proven high level negotiation skills
- Knowledge of the political and funding processes within the sectors we serve.

3. Personal qualities and competencies

The person we are seeking will be able to:

- Inspire achievement of long-term strategy and short term objectives
- Align the Executive Managers to lead and deliver the organisation's strategy through their teams
- Engage the UnitingSA workforce through values driven leadership
- Drive a corporate culture that supports UnitingSA's purpose, values and strategy
- Enable the UnitingSA workforce to meet new challenges and to create opportunities for working with our communities
- Engage with external partners to develop and deliver great services to individuals, families and communities
- Take an entrepreneurial approach to developing our business
- Influence government and advocate for improved public policy
- Represent the organisation at all levels of negotiations
- Communicate our values and vision to potential partners and sponsors.



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 8827.

Please Note

Your application will be automatically acknowledged by a return email.