



EXECUTIVE MANAGER – NATIONAL PROGRAMS

JOB & PERSON SPECIFICATION

FEBRUARY 2024

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| Position: | Executive Manager - National Programs |
| Portfolio: | National Programs |
| Responsible to: | Chief Executive Officer |

Maxima Values

- Integrity – the quality of being honest and having strong moral principles
- Respect – due regard for the feelings, wishes, or rights of others
- Collaborative – successfully working together
- Compassion – taking action to relieve the difficulties faced by others
- Accountable – owning of the consequences of our decisions and actions
- Professional – Competence, Knowledge, Conscientiousness, Respect, Emotional Intelligence, Appropriateness, and Confidence

Maxima's Purpose

We are a national for purpose organisation with a diverse approach to supporting our communities. We connect all citizens to meaningful employment, manage traineeships and apprenticeships for employers, support and work alongside First Nations people to create training and employment opportunities, and provide a range of employment, NDIS (National Disability Insurance Scheme) plan support, coordination, and health services to people living with a disability. We see what's beneath the surface to help our clients to reframe what's possible.

<https://maxima.com.au/2024/02/reframe-whats-possible/>

1. Objectives of the Role

- Lead Maxima's National Specialists across Disability Employment, Recruitment Services, First Nations Employment, National Disability Insurance Scheme and Innovation and Vocational Services
- Ensure National Specialists are aligned with the organisation's strategic goals
- Lead the provision of expert advice across program areas, ensuring leading practice is implemented in collaboration with State Managers
- Provide Strategic Leadership and thinking to the program areas, in order to respond to political, economic and social change
- Lead the development and implementation of new programs and initiatives to support the growth of the company
- Develop and improve systems and information available for operational delivery to achieve maximum performance
- Foster and promote the Maxima culture ensuring it remains aligned to the achievement of the organisation's Vision, Mission, and Values

2. Key Tasks and Responsibilities

- Lead and foster a constructive organisational culture
- Lead the National Specialist teams, providing strategic advice regarding their programs
- Clearly articulate and lead an Executive Vision for the Portfolio
- Develop and implement frameworks, policies and procedures to support operational delivery of programs including advice regarding compliance, learning and development support, leading practice and establishment of key performance metrics
- Ensure the efficient and effective functioning of Maxima across all program areas
- Lead the development and implementation of new programs and initiatives to support Maxima's growth
- Collaborate with the CEO and Executive Management Team to develop and implement Maxima's strategic plan
- Represent the organisation to stakeholders, including government agencies, customers, and partners
- Ensure that the organisation complies with all relevant laws and regulations
- Evaluate performance by analysing and interpreting data and metrics for communication to the Board
- Shift the organisation of technology from an operational focus to a customer/strategic focus
- Drive innovation and change towards an integrated service delivery model in collaboration with State Managers
- Manage and mitigate operational risk

3. Work Health and Safety Responsibilities

The incumbent has overall accountability for WHS for their area of responsibility and shall:

- Ensure all relevant WHS policies, procedures, work practices and issues are communicated and implemented.
- Consult with relevant WHS specialists for advice and direction on WHS matters.
- Report any hazards, incidents and near misses within their work area to their direct Manager.

All workers are responsible for the WHS implications of their own actions and have a duty to carry out their work in a manner consistent with the Maxima Group Code of Conduct and WHS Policy and the requirements of the integrated quality management system.

4. Compliance with Maxima's Code of Conduct, Bullying & Harassment, EEO, Information Security, Privacy & Confidentiality Policies.

All workers are required to comply with the policies specifically mentioned in this Position Description, as well as those policies and procedures which are not explicitly cited here but make up Maxima's broader policy and procedure framework.

5. Personal Attributes

- Visionary and future-oriented
- Outstanding communication skills
- Authenticity, confidence, warmth and purpose in dealings with staff, clients and stakeholders
- Ability to think critically, solve problems, and make decisions based on data and information
- Ability to adapt and change in response to new situations and challenges
- Ability to project calm and confidence during challenging/uncertain times

6. Qualifications and Experience

- Tertiary qualifications at the Bachelor or Masters level in business, operations management, or a related field
- At least 10 years of experience in a leadership role in a similarly complex organisation
- Strong experience in the development and implementation of operational policies and procedures
- Excellent interpersonal and communication skills, with the ability to effectively engage with stakeholders
- Proven ability to lead and manage teams to achieve results
- Strong systems-thinking, analytical, and problem-solving skills
- Demonstrated experience in policy formulation
- Ability to work independently and as part of a team
- Understanding of the NDIS, disability employment, and mainstream employment services sector
- Commitment to high quality employee engagement

7. Performance Standards

- Positive staff feedback regarding cultural index surveys
- Positive regulatory compliance results
- Achievement of the desired business objectives as stated in Maxima's strategic and business plans
- Achievement of agreed financial performance
- Lead and support divisional collaborative initiatives and behaviours
- Positive customer feedback results



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.