

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Position Number:	1001
Designation:	Chief Executive Officer
Position Type:	Full Time / Fixed Term Contract, initially for 3 years
Location:	Darwin
Responsible To:	Board of Relationships Australia Northern Territory

2. STATEMENT OF RESPONSIBILITY

Reporting to the Board of Directors and leading a highly skilled Senior Executive team, the Chief Executive Officer will provide strong leadership to ensure the delivery of high quality therapeutic relationship services to individuals, couples, families and communities across the Northern Territory.

The Chief Executive Officer is responsible for all aspects of Relationships Australia Northern Territory operations, compliance, financial sustainability, human resources and management, with a strong focus on advocacy in the community services sector, and within the national Federation of Relationships Australia organisations across the States and Territories.

3. BACKGROUND CONTEXT

Relationships Australia Northern Territory is a community-based, not-for-profit, non-government organisation with a team of 70 spread across four locations in the Northern Territory. The organisation has a strong focus on working effectively with vulnerable and disadvantaged individuals and communities.

The role requires an exceptional leader to manage the organisation within the political, social, economic, and environmental context in which we operate. The role will ensure Relationships Australia Northern Territory maintains its position as a respected leader in the delivery of community services. The role demands an innovative approach that is underpinned by strong business acumen.

4. KEY EFFECTIVENESS AREAS

Board and Governance Related Responsibilities

- Identifying and managing operational and corporate risks for the organisation and, where those risks could have a material impact on the organisation, formulating strategies for managing and mitigating those risks for consideration and endorsement by the Board.
- Informing the Board of all events within, or which reasonably should be within, his/her knowledge or awareness, which may have a material impact on the organisation's activities or well-being.
- Developing business plans, budgets and strategies for consideration by the Board and facilitating the monitoring, review and reporting against their implementation once endorsed.

- Ensuring that the Board is provided with accurate information on a timely basis in relation to the organisation's operations, business affairs and in particular the organisation's corporate performance and financial condition, so as to enable the Board to fulfil its governance responsibilities.

Leadership and Organisational Responsibilities

- Provide internal leadership, direction and goals to Relationships Australia Northern Territory's Senior Executive team and continue to develop effective, engaged and motivated teams.
- Work with the Senior Executive team and senior managers to preserve a culture of high quality client work that ensures Relationships Australia Northern Territory is positioned at the forefront of best practice in service delivery.
- Keep the organisation's vision and values at the forefront of strategic decision making and action planning, and foster a success orientated and positive culture of continuous improvement.
- With respect to overall management oversight and responsibility of the organisation, take responsibility in the appointment and management of key executive and management personnel.

Strategic and Advocacy Responsibilities

- Resource and lead the organisation to achieve the priorities and goals set in the Strategic Plan and annual Operational Plan.
- Develop and strengthen effective working relationships with internal and external stakeholders to achieve the goals of Relationships Australia Northern Territory, advance the interests of the organisation, and assist in the wider provision of the services, especially in collaboration with Aboriginal Organisations.
- Identify and execute opportunities for new revenue streams including but not limited to, new grant opportunities, new enterprises or collaborations to ensure continued financial sustainability.
- Ensure organisational policies and procedures are maintained at a high level and are complied with in pursuit of the organisation's vision and purpose.

Operational Responsibilities

- Oversee the day-to-day operations of the organisation, including clinical governance, financial management, leadership, service delivery and employee relations, ensuring they are conducted to the highest standard and in accordance with Relationships Australia Northern Territory values.
- Manage the budget and resources of Relationships Australia Northern Territory to ensure the optimal use, and safeguard the contractual and legislative responsibilities.
- Provide effective management in all areas of activity of RANT, including budgeting and financial management, outcomes desired by funding agencies, any collaborative ventures, service delivery initiatives, clinical governance responsibilities, commercial or social enterprises in which the organisation is engaged.
- Adhere to all organisational policies, procedures, standards and practices.

5. SELECTION CRITERIA

Essential Qualifications:

1. Post-graduate qualifications in Management, Social Science, and/or related field.

Essential Experience:

1. Effective leadership and management of a substantial enterprise, ideally in the Not for Profit/Social Services sector.
2. Significant experience in senior leadership roles for the last five years.
3. Involvement in setting the strategic direction of an organisation, expanding the business and initiating innovative solutions.
4. Active engagement in attracting, developing and leading a team of professionals to achieve sustainable outcomes for clients.
5. Demonstrated in-depth knowledge and experience in budgeting and financial management controls, ensuring effective outcomes and risk management strategies.
6. Demonstrated experience in leading significant organisational change and developing a positive culture across the organisation.
7. A successful history of working with Aboriginal and Torres Strait Islander communities, along with Culturally and Linguistically Diverse communities.

Essential Knowledge and Skills:

1. Demonstrated management oversight of an organisation to maintain and strengthen its efficiency.
2. Proven ability to develop and maintain strategic relationships with key stakeholders in the government and community sectors with demonstrated skills in advocacy, networking and stakeholder management.
3. Possess superior communication skills across all modes of communication and with diverse audiences including staff, clients, media, government and other stakeholders.
4. Digital awareness and capacity to leverage opportunities in the digital space.
5. A strong and confident leader with the ability to build respect, effectively communicate and empower others.

Desirable Qualifications and Experience:

1. A graduate of the Australian Institute of Company Directors program or equivalent corporate governance program.
2. Experience with tender applications, grant management and grant acquittals.

Special Conditions:

1. Appointment to the position will be subject to a satisfactory National Police Check and possession of the Northern Territory Working with Children (Ochre) Card.
2. Must have a current driver's license and a willingness to undertake interstate and intrastate travel.
3. Must be committed to RANT Vision, Purpose and Values.

It should be noted that Position Descriptions are under constant review and this Position Description may be changed by the RANT Board, after consultation, at any time.