



Victorian Aboriginal Community Controlled Health Organisation
RTO ID: 20739

Position Description

Title:	Executive Director Corporate Services
Unit:	Corporate Services Unit
Reports To:	Chief Operating Officer
Time Fraction:	Full-time
Employment Status:	Permanent Full Time
Location:	17-23 Sackville Street, Collingwood 3066

Aboriginal and Torres Strait Islander people are strongly encouraged to apply

Organisational Overview

The Victorian Aboriginal Community Controlled Health Organisation (VACCHO) is the peak body for Aboriginal health and wellbeing in the State of Victoria. VACCHO provides leadership in community control and health equality for Aboriginal organisations and communities. We are a centre of expertise, policy advice, training and innovation in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Background

VACCHO is embarking on an organisational re-design to create greater efficiencies, integration, and responsiveness across our core activities, which includes Member, community and organisational support, advocacy, research and educational services. The redesign is expected to be implemented on 1st July 2019. A number of new Executive Director Roles have been created as part of this organisational re-design process.

The Executive Directors of new units within the redesign will form a highly motivated Executive team of VACCHO. The roles will be responsible for the implementation and transition to the new structure and will play a key role in the change management process underpinning successful change.

The Executive Director will drive innovation in the structure and function of the team. As an active member the Executive team at VACCHO, the Executive Director will provide leadership and advice on high-level strategic issues to the COO, CEO and Board, and be a key player in implementing strategies to achieve the goals in our Strategic Plan.

Executive Director Responsibilities

The team of Executive Directors will individually and collectively:

- Maintain a steadfast commitment to Aboriginal culture and self-determination and the philosophy of Aboriginal Community Control. Providing leadership in working with VACCHO members and other stakeholders to achieve gains in Aboriginal health and wellbeing
- Ensure policy, planning and decision-making are based on community wisdom, research and data, which together form best practice and evidence
- Maintain and further develop strategic alliances, partnerships, networks and other collaborations between VACCHO and government, non-government agencies to support the goals of VACCHO member organisations and the VACCHO Strategic plan
- Effectively manage the Units obligations in strategic and operational planning, Human Resources, Risk Management, Financial Management, Compliance Management and Continuous Quality Improvement
- Model and promote VACCHO values in all areas performance, promoting cultural safety, understanding, wellness, communication, responsibility and collaboration.

Role Overview

The Corporate Services provides organisation-wide business support services based on specialist knowledge and technology to serve internal and external customers and business partners

The Executive Director of Corporate Services is a new position, which has been created to further strengthen and enhance the quality of corporate services across VACCHO.

The position will drive innovation in corporate services, and lead key redevelopment and change projects and deliver quality services across the range of functions to support and assist internal and external clients and business partners, including VACCHO member services.

The Director of Corporate Services will be responsible for providing high-level strategic advice to the COO and CEO and Board in relation to corporate services as well as advice and support to the Executive Managers and other key staff.

The Executive Director of Corporate Services will provide strategic leadership in, and management of the following corporate functions:

- Financial Management and Financial Planning
- Information Technology and Systems
- Information Management
- Asset, Property, Contract and Fleet Management
- Business Planning
- Risk Management and Compliance
- Reception and Administration
- Project Management Office (PMO)
- Communications and Marketing

Key Responsibilities and Accountabilities

- Direct overall responsibility and monitoring of Corporate Services to ensure that VACCHO has effective and efficient service delivery in support of both internal and external stakeholders
- Provide comprehensive business management services including:
 - advice and assistance on key operational policies
 - drive innovative corporate practices
 - benchmark corporate performance against best practice in Australia and elsewhere
 - ensure financial reporting accuracy, quality, compliance and timeliness
 - Create and support a financial performance management system that links qualitative and quantitative key financial performance indicators to the strategies and outcomes of VACCHO.
- Oversee the development and implementation of VACCHOs ICT/IM strategy, Communications Strategy, Investment strategy and Quality Management system
- Ensure VACCHO conforms with all Government, Corporate and Statutory responsibilities
- Manage financial and management accounting including budgeting, Board and member financial reports
- Continually develop and maintain appropriate financial reporting, accounting policies and procedures, and monitor all internal & external reporting requirements to ensure compliancy and best practice
- Ensure the safeguard of the organisations assets
- Oversee the annual financial audit, annual reporting, accreditation requirements and funding acquittals and coordinate with unit managers regarding projects/funding
- Liaise with external bodies for Banking, Insurance and Legal requirements
- Lead and assist managers on all matters of finance for their respective units including budgeting and project management
- Lead the ongoing review and improvement of these services and drive effective communication, engagement and a service excellence culture through strong leadership
- Shape the strategic direction of the Unit, develop plans and provide leadership to ensure operational teams provide specialist advice, support and assistance to clients

Corporate responsibilities

- Attend team and unit meetings, staff and other meetings
- Prepare reports as deemed necessary from time to time by the COO and CEO
- Attend training as required
- Perform other duties relevant to the position as directed by the Director
- Act at all times in a professional manner and ensure the confidentiality of employees.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (Equal Opportunity Act 2010)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (Victorian Occupational Health and Safety Act 2004)
- VACCHO requires employees to understand the requirements of quality systems and continuous improvement (ISO 9001)
- VACCHO requires employees to adhere to a Code of Conduct, including commitment to confidentiality and conflict of interest declarations.

Other Employment Related Information

- A National Police Records Check is required as a condition of employment
- A Victorian Drivers Licence is required
- Travel is a requirement of this position. This includes travel across Victoria and occasional inter-state travel
- VACCHO is a Smoke Free Workplace.

Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control and the ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways
- A commitment to Aboriginal self-determination, community advancement and capacity building, as well as to a high quality of service delivery and organisational excellence
- Experience at a senior level in one or more of the following areas: Financial Management; Information Technology and Systems; Information Management; Asset, Property, Contract and Fleet Management; and Risk Management and Compliance
- Demonstrated experience providing business management services including reporting and analysis, including corporate planning, budget forecasting and cost reporting
- Demonstrated capacity to negotiate and work constructively with funding bodies and other stakeholders
- Demonstrated understanding of, and commitment to, the values that underpin the organisation and the capacity to take a leadership role in promoting these throughout the organisation
- Excellent time management skills and the ability to manage multiple complex demands and meet timelines
- Experience in the health and well-being sector or the not-for profit sector
- A qualification in commerce, finance, accounting or business studies would be desirable.