

	Position Title: Executive Director	Team: Corporate Services		Region: Central
	Supervisor: CEO	Delegations and Authorities: In Line with Delegations Policy	Band: F	Date Completed: April 2019

ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>A key member of Berry Street's Executive Leadership Team, this role provides senior leadership of high quality and customer-focused support functions across the organisation, to enable Berry Street to fulfil its vision and strategic goals.</p> <p>The role fulfils traditional financial responsibilities and in addition holds responsibility for overseeing our facilities and information technology and communication systems.</p> <p>Reporting directly to the CEO, the role also acts as Berry Street's Company Secretary, providing expert support to our Board of Directors.</p> <p>The role requires an inspiring leadership presence, a highly collaborative approach and a deep understanding of contemporary financial management systems and legislative frameworks.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>Key accountabilities in this role include:</p> <ul style="list-style-type: none"> Ensuring that the organisation meets all its financial and legal accountabilities in a timely manner and in compliance with relevant legislation and applicable accountability systems Leading the development of efficient information and records management processes and systems The implementation and regular review of Berry Street's Infrastructure Plan Ensuring that appropriate policies, processes and systems are in place for efficient and cost-effective procurement Fulfil all functions of the Company Secretary role and ensure compliance with relevant governance policies and procedures
	REPORTING RELATIONSHIPS
	<p>This role is based at our Central Office and leads our Corporate Services team.</p> <p>This role reports directly to the CEO and has 5 direct reports: Chief Financial Officer; Facilities Manager; Vendor Manager; Property Manager and Information Technology & Communication Systems Manager.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety. • Berry Street is committed to the principles of social justice. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Demonstrated experience in successfully managing the financial sustainability of a large and complex organisation. • Demonstrated ability to contribute to an executive management group in a collegiate, effective and strategic manner. • Highly developed analytical and strategic skills and a demonstrated capacity to initiate, plan, implement and review new systems and processes • A sophisticated understanding of good corporate governance, managing investments, funds and grant accountability, compliance and reporting • Significant experience in managing physical infrastructure assets, including property, fleet and procurement • Excellent written and oral communication skills (including public speaking, presentations and facilitation skills). • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • A tertiary qualification in Finance & Accounting, Business Management or equivalent • At least 5 years' experience as a Chief Financial Officer or equivalent with a budget of at least \$75M • Must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> • Prior experience working in an Executive capacity within a large, complex organisation • Experience working with a Board of Directors

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Financial Management	<ul style="list-style-type: none"> • Ensuring that appropriate internal controls are in place around all financial transactions, including purchasing and that these are reviewed regularly • Oversight of annual budget development and six monthly reviews • Preparation of financial reports, analysis and information, which meets the needs of internal and external stakeholders • Ensuring that appropriate policy, processes are in place to identify, report and manage financial and business risks, including appropriate insurance • Ensuring that Berry Street's investments are managed in accordance with the Investment Strategy and that appropriate records are maintained and reported to the CEO and the Board as required •
Infrastructure	<ul style="list-style-type: none"> • Ensuring that efficient systems and processes are in place to effectively manage major capital projects, contracts and leases, and the purchase, leasing, maintenance and disposal of all Berry Street assets • Overseeing the work of the Senior Manager Facilities and Senior Manager Property Services to ensure that all properties used by Berry Street meet OHS, legislative, funder standards and building requirements; an annual Maintenance Plan is developed; and maintenance issues are dealt with efficiently and effectively
Leadership	<ul style="list-style-type: none"> • Lead, inspire and mentor a team of Corporate Service professionals • Develop an understanding of and capacity for knowledge management and outcomes frameworks throughout the organisation • Play a key leadership role, building a positive, can-do culture and instilling our values of courage, integrity, respect, accountability and working together • Build excellent relationships with internal stakeholders across the organization to ensure department and team objectives can be met • Represent Berry Street to external stakeholders and relevant professional forums and networks • Provide support, coaching and mentoring to staff, monitoring workloads and identifying training and development opportunities • Convey the application of Berry Street Values through modelling behaviour and using organisational and department goals to guide work planning and prioritisation
Other	<ul style="list-style-type: none"> • Keep abreast of relevant industry developments and ensure Berry Street's activities are consistent with these • Represent Berry Street in sector and departmental management forums and networks • Other duties as directed

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, in accordance to terms and conditions of the contract of employment. The remuneration for this position will cover any additional hours worked
2. You will initially be employed at our Central Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the contract of employment. (Senior Manager), Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position will be commensurate with experience. The value of the salary can be increased through salary packaging.
5. This position includes an all-inclusive annual motor vehicle allowance of \$10,500 (pro rata) and no other claims for motor vehicle costs can be made to Berry Street. It is expected that the employee's personal vehicle fulfils all work related purposes and, as a result, no work related travel costs or access to pool cars will be provided. Please refer to the Motor Vehicle Policy for further information.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 3 professional referees for Senior Managers, a pre-employment health declaration, a criminal records check and proof of identify and qualifications.
8. The successful applicant will initially be employed for a probationary period of 5 months. During this period, either party can terminate employment with one week's notice. A probationary review before 5 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular