

**POSITION DESCRIPTION**

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| **Position title** | Chief Executive Officer (CEO) |
| **Tenure** | Fixed Term for 3 years |
| **Award** | *N/A* |
| **Salary** | A remuneration package will be negotiated with the successful applicant which would include above award employer contribution to superannuation, provision of a fully maintained vehicle and mobile telephone. Salary packaging is available. |
| **Position location** | 337 Maroondah Highway Croydon VIC 3136 |
| **Reports to** | Board of Directors |

**VISION**

Aboriginal and Torres Strait Islander individuals, families, and communities to live free from violence.

**OUR ORGANISATION**

Boorndawan Willam Aboriginal Healing Service (BWAHS) is the lead specialist Aboriginal Specific family violence service that provides a service in the Eastern Metropolitan Region that is inclusive of Inner and Outer East.  BWAHS was established in 2006 following the recommendations of the Victorian Eastern Family Violence Strategy Taskforce Report (2003).

BWAHS transitioned to being an independent Aboriginal Community Controlled Organisation on the 25th March 2019.

BWAHS provides a range of services and programs to Aboriginal individuals and families who are experiencing, at risk of experiencing family violence or use violence.

BWAHS has developed an excellent record for providing high quality family violence and trauma informed Intensive Case Management, Integrated Family Services responses and evidence-based therapeutic and healing programs to individuals and groups for a whole of family approach.

**THE WAY WE WORK**

* Culture is central to who we are
* We are trauma informed but resilience formed
* We are connected through country and community
* We work with all in our community who needs it
* Holistic, wrap-around, community-based

# POSITION SUMMARY

The Chief Executive Officer will manage the growth and development of BWAHS through leadership that builds a whole of organisation capability, capacity, and structure directly aligned to the organisation's strategic direction to ensure high quality services to vulnerable Aboriginal children, young people and their families impacted by family violence in the Eastern Metropolitan Region (EMR).

The Chief Executive Officer will be accountable for ensuring high quality client focused services that are financially sustainable, meet all Funding and Service Agreement requirements and targets, and are compliant with all relevant legislation and regulations. Working in collaboration with the BWAHS Board of Directors the Chief Executive Officer will ensure evidence-based services are in place that measure and monitor outcomes, quality, risk management and performance.

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| **Key Result Area** | **Major Tasks** |
| **Board Administration and Support** (Support Board decision making and good governance through advice, reporting and information). | * Work with the Board to define strategies to implement and further develop the Strategic Plan
* Develop operating policies to ensure programs and activities are implemented effectively
* Define the human, material and financial resources needed for the organisation to operate effectively for agreement by the Board
* Provide regular and comprehensive reports to the Board regarding all relevant operational issues (including facilities, finance, and human resource matters)
* Actively undertake tasks and BWAHS obligations according to the BWAHS BOD Delegation Manual and Policies, and
* Ensure that systems are in place to enable smooth functioning of Board meetings (i.e., secretariat/administrative support).
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| **Program and Service Delivery** The position requires strategic thinking and planning to ensure that the needs of the local community are met and to identify new opportunities.  | * Lead implementation of the Strategic and Operational Plans, including reviewing progress against the plans and setting appropriate targets
* Ensure program operational plans and budgets are developed, implemented, reviewed, and evaluated
* Ensure the provision of human, material, and financial resources for effective service delivery
* Ensure community consultation is inherent in program planning and delivery
* Ensure Aboriginal culture is embedded - in the best practice systems of the organisation
* Provide leadership for implementing quality assurance and risk mitigation strategies in relation to program and service delivery.
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| **Management of assets and infrastructure** | * Buildings, facilities, equipment, and amenities are maintained
* Cater for future growth, demographic changes, and community needs
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| **Financial, Tax, Risk, Quality and Accreditation and Facilities Management** To strengthen the service financially and to meet all funding and financial compliance matters of the organisation. | * Work with the finance subcommittee and the financial service provider to manage income & expenditure with appropriate processes and procedures while identifying potential risks
* Prepare operational budgets for agreement by the Board, ensure that income is maintained, and expenditure is controlled in line with budgets and that potential risks are identified and managed
* Ensure that facilities are developed and maintained to enable effective service delivery (including identifying organisational requirements and funding opportunities for relevant capital works)
* Ensure the organisation fulfills all compliance and accreditation requirements.
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| **Human Resource Management** To ensure that appropriate staff are employed and trained and work in a safe environment. | * Effectively manage the human resource functions of the organisation according to authorised personnel policies and procedures that fully conform to current laws and regulations and the organisation’s own policies and procedures
* Manage staff and volunteers, plan staff succession and future capacity required to deliver the strategic plan
* Ensure staff have clear work plans and Key Performance Indicators, and are provided with appropriate induction, training, and development to effectively achieve their goals and personal growth
* Establish and maintain a professional environment that promotes positive staff morale, effective teamwork, and a commitment to the provision of quality services.
* Manage work practices for health and wellbeing of staff and compliance with Work Health and Safety legislation and BWAHS policy and procedures.
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| **Community and Public Relations** Ensuring that the services and programs of BWAHS are known within their community and that working relationships and partnerships are formed with government and other organisations. | * Manage effective participation in alliances, partnerships and networks with government, industry, and community-based stakeholders
* Represent the organisation in media and public appearances when required
* Ensure the organisation and its mission, programs and services are consistently presented through a strong, positive image to the community and other relevant stakeholders
* Manage effective engagement with the local Aboriginal community
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**Key Selection Criteria: Essential**

1. Demonstrated experience working with Aboriginal organisations, communities, and individuals in culturally appropriate ways as well as with children and family welfare sector organisations.
2. A demonstrated understanding of the issues underpinning family violence and intergenerational trauma in the Aboriginal and broader community
3. Demonstrated track record in developing and maintaining highly effective relationships with a broad range of key stakeholders.
4. Relevant tertiary qualifications and recent management training and/or extensive relevant experience.
5. Demonstrated knowledge and application of quality and accreditation, program evaluation and the use of evidence-based practices, financial and human resource management, consumer involvement, risk management frameworks and both strategic/operational planning.
6. Demonstrated ability to develop creative solutions to issues that arise within the community or workplace, and to integrate these with policy development.
7. Demonstrated experience in reporting to and supporting a board of directors.
8. Superior decision making and presentation skills and extensive experience with speaking to diverse groups.
9. Satisfactory Victoria Police Check
10. Satisfactory Working with Children Check
11. Current Victorian driver’s license.
12. Ability to travel frequently as required.

# KEY ATTRIBUTES FOR ALL EMPLOYEES

* **Commitment to BWAHS Vision, Mission, Values and Principles** – All employees must demonstrate commitment to the organisation’s Vision, Mission, Values and Principles through employment activities and ensure Individual Development Plans.
* **Self-Assessment and Reflection** - the capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our relationships. To be resilient, capable of self-awareness, self-management, self- development, social awareness, and relationship management, to contribute to a more effective and supportive organisational culture.
* **Ethical** – Reflects expected standards of behaviour and/or Codes of Ethics.
* **Culturally Aware** – values social inclusiveness as a strength and positively utilises diversity.
* **Communication and Collaboration** – Works with others to achieve common goals and disseminates information using appropriate media/language to the right people at the right time.
* **Accountability** - Individual responsibility to deliver services within the relevant legislative and regulatory framework and in accordance with sound professional practice and business/service management practice.

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| **Additional information** |
| **Security Check** | A Police check will be required to be undertaken prior to finalisation of appointment. International Police Check, if you have worked outside of Australia in the last 10 years |
| **Working with Children Check** | A current Working with Children Check is required.  |
| **Travel** | A current Victorian driver’s license and the ability to travel frequently is required.  |
| **Probationary Period** | A six (6) month probationary period applies to this position |
| **Additional Information / factors:** | BWAHS is an Equal Opportunity Employer. Selection will be based on assessing demonstrated performance of the skills, knowledge behaviours and other qualifications relevant to the position.* Aboriginal people are strongly encouraged to apply.
* The BWAHS Board reserves the right not to appoint.
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| **Selection process** | Interviews will be held to properly assess selected applicants’ suitability of the position according to BWAHS Staff Recruitment Policy and Procedure.A minimum of 2 referee checks are made for all BWAHS positionsApplicants will be interviewed by a panel of interviewers by members of the Board.  |
| **Equal Opportunity & OH&S** | A commitment to Equal Opportunity and Occupational Health and Safety Principles and Practice is required. |
| **Pre-existing illness or injury** | You may need to disclose any pre-existing illness or injury you know about which could be reasonably foreseen to be affected by the described work duties |
| **Quality Improvement** | BWAHS is committed to continuous Quality Improvement and would expect all employees to meet quality and service standards.  |