



POSITION DESCRIPTION

Director Speical Works

Department:	Special Works
Reports to:	Chief Executive Officer
Direct reports:	Multiple
Classification:	Executive
Employment type:	Full-time
Employment status:	5 Years Fixed Term

Our Organisation

The St Vincent de Paul Society Canberra/Goulburn (the Society) has been serving the local community since 1924. We are a charity based, not-for-profit organisation offering a 'hand up' to people in need, regardless of their creed, ethnic or social background, health, gender or political opinion. We achieve this by respecting people's dignity, sharing our hope and by encouraging people to take control of their own destiny. We work to shape a more just and compassionate society.

Our commitment and delivery of our services to the community is through our people—members, volunteers and employees. They work together daily and provide a hand up to people across the ACT and its surrounding areas, from Lake Cargelligo in the west, across the Snowy Mountains to Tumut, down to Eden, up to Batemans Bay and inland to Crookwell.

Values

Our own actions and behaviours in performing our duties are guided by the Society's Code of Conduct and organisational values of *Courage, Respect, Compassion, Advocacy, Integrity, Empathy* and *Commitment*.

Position Primary Purpose

The Director Special Works is a member of our Executive Team and will focus on the service delivery, new business development and partnerships of the Society.

The functions of this role include the planning, implementation and leadership of all community service programs within the directorate, supervising and counselling employees toward improved efficiency, and compliance with legal and ethical frameworks and requirements.

The Director Special Works will work closely with internal and external stakeholders to develop long-term strategic relationships, analysing and implementing programs, innovating program design in the delivery of services to meet the changing needs of community, and work collaboratively with the Chief Executive

Officer, Territory Council/Board, Committees, and the Executive Team to drive the actions formulated within the Strategic Plan.

Key Accountabilities

Under the broad direction of the Chief Executive Officer (CEO) the Director Special Works will be responsible for:

- Providing strategic direction, development and operation oversight in the delivery of outcomes and service delivery of the Special Works Directorate.
- Management, socialising, strategising and implementation of the Society's ACT commissioning strategy and approach, program design, partnership formalisation and submissions.
- Creating and developing positive relationships, advocacy and promotion of programs and working collaboratively with all key stakeholders - both internal (conference members, employees, Society teams and service providers) and external (government agencies, community organisations, corporate sponsors and media).
- Financial management of services including meeting key performance indicators and outcomes of contracts including coordination of funding submissions, financials and reporting of performance against agreed benchmarks.
- Team management and leadership including supervision, performance management and team development.
- Development and communication of strategic and business plans in conjunction with the CEO, Executive team, and Territory Council/Board.
- Inspiring and motivating employees and volunteers in the provision of services according to the ethos, Mission and Values of the Society.
- Collaboration with peers and colleagues in the Society within Australia to improve efficiency and ensure consistency across all states and territories.
- Review and guide the content and quality of all Society publications/ communications in collaboration with the Marketing teams, ensuring high standards, accuracy of information and compliance with National standards.
- Support and represent the CEO in public relations and forums/meetings (as required) including representing the CEO and Society at meetings and special/committee meetings where required.
- Work collaboratively with all Directorates, Teams and Conferences in ensuring Society deliverables are achieved.
- Other duties as requested, consistent with the classification level of the position and in line with the principles of multi-skilling and collaboration.

Management of the following functions:

1. Business and Program Development Strategy

- Spearheading the Society's ACT commissioning approach, program design, partnership formalisation and submissions.
- Operational and strategic analysis and implementation of continuous business improvement and service innovation to ensure the structure, process and services meet current and emerging needs.
- Grant tender development and coordination in collaboration with the Manager Business Development.

2. Homelessness

Manage the Manager Homelessness Services to deliver:

- Specialist Homelessness Services.

- Meet contractual reporting to funding bodies.
- Liaise with internal and external stakeholders to evaluate services and processes, providing options for efficiencies and implementing changes as directed.

3. Community Engagement

Manage the Manager Community Inclusion Services to deliver:

- Night Patrol
- Community Inclusion Program
- Home Energy Assessment Program
- Compeer Program
- Clemente Program
- Social Enterprise

Undertake ongoing community needs analysis to determine areas of need to inform business case development of the establishment or modification of community engagement services.

4. Housing

- Manage the Society's housing stocks and contractual relationship with Amelie Housing.

Performance Indicators

Your contribution to the Society will be measured by your ability to:

- Develop and deliver the Society's strategy and approach to the ACT Government Commissioning, including building new partnerships and initiatives as well as creating sector leading programs.
- Deliver and maintain an effective and efficient program of activities of assistance and support to those in need within the resources available to the Society in accordance with plans endorsed by the Territory Council/ Board as well as securing ongoing funding for new and existing programs and services.
- Promote organisational vision, values mission and business objectives to staff, members, volunteers, clients, external partners, and stakeholders, contributing to the inspiring and motivating high performing and collaborative teams.
- Develop positive working relationships with internal and external stakeholders: workers, members, volunteers, companions, partners, funding bodies, donors and sponsors. As well as establish and maintain cohesion across the Society including Conferences, Councils, Vinnies Centres, Special Works and Administration Offices.
- Promote a strong recognition of the "Vinnies" brand in the community that engenders respect and support, this includes assisting in the development of a planned public relations process, corporate sponsorship and volunteer programs, fundraising and events, marketing and social media.
- Financial management and performance meets all statutory requirements and auditing standards expected of a charitable organisation including ongoing contribution to ensuring delivery of the QIP Accreditation recommendations, continuous quality improvement and ensuring the Society is able to maintain its status as an accredited body.
- Conduct all actions according to the Mission and Code of Conduct of the Society. Adhering to and demonstrating a commitment to WHS policies risk management framework and safe-working practices as well as the Society's policies and procedure as dictated and are varied or created from time to time.

- Provide sound and timely advice and support including undertaking data analytics and analysis to develop service delivery options to streamline, enhance and simplify processes.
- Demonstrate an ongoing commitment to personal and professional development and training.

Capabilities, Knowledge and Experience

To be successful in the role you will be required to have:

- Bachelor's degree in community services/welfare or related field or substantial proven expertise with the community/welfare sector supported by business management/management qualifications or similar.
- Clearly demonstrated and proven expertise and experience in a relevant leadership role, working as part of an executive team, providing high quality and valued advice as well as managing multiple programs including securing funding and expanding and implementing new programs.
- Proven collaborative approach in working with sector partners, and people with lived experience, to plan, design and deliver strong support services to the community. Displaying credible social sector knowledge with established relationships.
- Strong demonstrated leadership skills in a complex and diverse organisation, with a focus in employee engagement, coaching, and development, with proven experience leading change management processes with a strong ability to think creatively and apply innovative solutions to complex problems.
- Demonstrated interpersonal skills, with strong negotiation and relationship building capabilities including a high level of written and verbal communication skills. Showing a proactive, collaborative mind set and proven capacity to work independently and within a team environment.
- Proven ability with financial and budgetary processes, including reporting and management of external funding.
- High level of proficiency in the use of Information technology and software along with demonstrated experience in operational IT systems.

Eligibility

To be eligible for employment at the Society applicants:

- a. must hold working rights in Australia;
- b. if offered employment will be required to undergo a police record check and to successfully obtain or hold a Working with Vulnerable People Card (WWVP). To undertake these checks individuals must be willing to disclose all relevant and required information.