

CEO



• *Community based entity with a clear mission*

For more than forty years, Marriott Support Services has specialised in day services and transition programs for people with disabilities in southern suburban Melbourne. With an annual revenue of about \$8 million, its main focus is enabling individuals to maximise their potential and choices.

Within the context of NDIS, you will work with the Board to provide strategic leadership and deliver optimum operational effectiveness and efficiency, while continuing the development of Marriott's social enterprises.

An accomplished leader and manager in the disability or human services sector, you demonstrate an entrepreneurial approach to business development and team motivation, plus a commitment to community values while delivering professional services.

Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 03 9602 1666, in confidence.

BROOKER
C o n s u l t i n g



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POSITION DESCRIPTION

Position Title	Chief Executive Officer, Marriott Support Services (MSS)
Department / Division	Executive
Reporting Relationships	Chair, Board of Directors
Authorised by	Board of Directors
Position Objectives	Lead and manage MSS and its team of professional staff to deliver quality supports and services in accordance with the organisation's aims, purposes and accountabilities.

KEY RESPONSIBILITIES

- Provide strategic leadership to deliver optimum operational effectiveness and efficiency within the National Disability Insurance Scheme (NDIS) context
- Develop MSS social enterprises
- In conjunction with the Board and executive managers, develop long term strategic, operational and financial strategies to ensure organisational viability and sustainability
- Develop and pursue new and innovative organisational initiatives and directions, including partnerships, in line with strategic plans and organisational values
- Be the principal spokesperson and public face of the organisation, promoting it in the community and across relevant networks and businesses. As Company Secretary ensure all legal and statutory requirements and regulations of the company are met

PRINCIPAL ACCOUNTABILITIES

Leadership

- Lead the organisation's current customers' successful transition to the NDIS, supporting current clients, participants and carers through the development of their initial NDIS plan
- Lead and oversee the development of current and new financially sustainable NDIS supports and the marketing of those supports to current and new clients
- Develop MSS social enterprises
- Lead organisational change processes, in particular as they relate to the NDIS, MSS social enterprises, systems development and participant supports
- Advise and assist the Board in its accountability to participants, employees, donors, members of the community, funding organisations and commercial clients.
- Assist the Board in the development of corporate and strategic goals and lead their implementation
- Work with and motivate managers and staff to achieve stated corporate goals
- Act as Company Secretary and the principal adviser to the board on matters of general policy and be responsible for the execution and communication of Board decisions
- Establish external positive working relationships which are beneficial to the organisation
- Speak at or officiate at functions to promote or enhance the organisation's reputation and standing

POSITION DESCRIPTION

PRINCIPAL ACCOUNTABILITIES continued

Management

- Co-ordinate, manage and develop all organisational resources in accordance with Board policies
- Ensure NDIA, ACNC, ATO, government and government agencies' decisions and requirements are monitored, acted upon and referred to the Board as necessary
- Develop structures, processes and a culture that encourages managers and staff discharge their responsibilities in ways which are consistent with the organisation's values, policies and goals
- Encourage the development of innovation, initiative and participation by staff within their respective roles and delegations
- Maintain and further develop unity and team spirit in the achievement of organisational goals
- Continue to strengthen the organisation's financial position, regularly reporting to the Board on significant variations or issues affecting financial planning
- Effectively manage risk controls and risk exposure in all aspects of the organisation's work, ensuring an appropriate approach to risk is embedded throughout MSS
- Advise the Board on the strategic, operational, financial and risk implications of its decisions
- Pursue funding from government grants, donor, charitable and other revenue sources

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Demonstrated capability in leading and managing a disability service provider and associated social enterprises
- Business development and entrepreneurial skills
- Demonstrated knowledge and operational understanding of the National Disability Insurance Scheme
- Proven application of effective leadership skills in a rapidly changing, values based competitive business environment
- Experience in risk, governance and compliance
- Demonstrated innovation and responsiveness as a senior executive in a collaborative team context
- Experience in leading the development, implementation and maintenance of systems, policies and procedures to ensure financial, operational, community and strategic business objectives are achieved
- An understanding and commitment to issues affecting intellectually disabled and disadvantaged people
- Proven effective representation, advocacy, negotiation and interpersonal, and public written and verbal communication skills
- Demonstrated ability to work to high ethical and professional standards

I understand and agree to undertake the duties described in this position description.

Signed: _____ Print Name _____

POSITION DESCRIPTION



Date: _____