

# CEO



## *Thriving NFP poised for further expansion*

Connecting2Australia provides a wide range of programs for individuals living with disability and/or disadvantage, which focus on integrating them into the workforce and the wider community. An active approach to amalgamations and mergers has led to a financially robust organisation spanning twelve sites in Victoria.

You will work with a commercially oriented Board to capitalise on opportunities for growth, on behalf of the people who benefit from the services provided to them. Continued integration of the NDIS is a priority for the organisation and all of its constituents.

This exceptional role will appeal to an accomplished CEO who has an appetite for business development in the community, and who can fulfil the Board's bold strategy for future success. As a proven performer in the field of social enterprise, you will respond positively to the challenge of being judged on the impact of your achievements.

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

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Consulting



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## **POSITION PROFILE**

### **Chief Executive Officer**

#### **INTRODUCTION:**

Applications are invited from suitably qualified and experienced persons for the position of Chief Executive Officer for Connecting2Australia.

Connecting2Australia is an equal opportunity employer and applies merit based selection techniques.

Please read the following notes as they are designed to help you understand the Connecting2Australia selection process and put forward your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the position description.

#### **CONDITIONS OF EMPLOYMENT:**

The remuneration package, terms and conditions for the position would be outlined in an individual employment agreement negotiated at the time of the appointment for a period of 3 years.

Such terms and conditions will be consistent with similar roles in the community services industry and corporate sector.

The total remuneration packages benefits available:

- Full private use of executive motor vehicle or vehicle allowance
- Employer superannuation costs
- Salary packaging(available/optional)
- Mobile telephone

Superannuation.

- Membership to a compliant superannuation fund is compulsory of which the organisation is required to contribute 9.5% of the employees salary. Employees can choose to contribute a percentage of salary to a set amount into the fund.

Leave entitlements.

- Staff are entitled to four weeks Annual Leave per annum
- Other leave entitlements in accordance with legislated holidays and Connecting 2Australia policy.

Performance review.

- An annual performance appraisal system operates.
- The performance of the Chief Executive Officer will be assessed against objectives, responsibility areas and of duties in the position.
- A 6 month probation period applies

## **THE POSITION:**

The Chief Executive Officer is responsible to the Board of Governance for the overall management and administration of Connecting2Australia and will lead and manage the organisation ensuring a quality, cost effective and community responsive service in line with legislative compliance and the organisations strategic plan.

The following is an overview of Connecting2Australia key strategic directions which also forms the basis of the position's performance objectives for the upcoming 3 years.

1. Achievement of growth in the revenue base through maximising takeovers/mergers, community partnerships, organisation promotion and fundraising activity.
2. Establishment of ongoing capital fundraising activities including major events development and ongoing management.
3. Investigation and development of future working arrangements with community based services in the Connecting2Australia catchment area.
4. Implementation of a "Community Inclusion" model for services users.
5. Ongoing operation of the organisation in a sustainable surplus position.
6. Maintaining accreditation and certifications of all services and facilities.
7. Ongoing development and support of the strategic alliances and partnerships with regional community service organisations.

The position description (including criteria) is attached.

## **GENERAL CONDITIONS OF EMPLOYMENT:**

### **Ethics**

In addition to recognised professional ethics, Connecting2Australia requires the appointee to adhere to following principles:-

- He/She shall not use his/her personal gain or knowledge nor disclose and confidential information, which may be acquired as a result of special opportunities arising out of his/her employment by Connecting2 Australia.
- An employee of Connecting2Australia must not make improper use of any information acquired as result of employment to gain directly or indirectly pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to Connecting 2Australia.

In addition, the successful incumbent shall not engage in any private practice (whether or not relating to activities of Connecting2Australia) except with the specific permission of the Board of Governance, also being subject to the provisions of the relevant legislation.

Information obtained through employment with Connecting2Australia is confidential and therefore cannot be discussed with any outside individuals or organisations, without the Board's consent. The confidentiality of Connecting2Australia information remains binding even following completion of service with Connecting2Australia.

### **Policies**

The incumbent of this position is required to undertake his/her employment with due regard to personal safety and that of co-workers and the general public in accordance with relevant legislation, Connecting2Australia policies and procedures.

Each employee is responsible for ensuring they are familiar with Connecting2Australia policies, as a breach of policy may result in disciplinary action.

### **Smoking**

Connecting Skills Australia is a smoke free workplace (buildings, vehicles and grounds).

### **Privacy**

Connecting2Australia acknowledges and respects the privacy of individuals. Position applicants are required to submit written applications which will be assessed by the relevant selection panel and the most suitable applicants may be invited to attend for personal interview prior to any offers of appointment. All applications will be treated with the utmost confidentiality.

Unsuccessful applicant's documentation will be disposed of within 26 weeks of finalisation of the recruitment process.

The successful applicant's details (including referee's comments) will become employment related information and will be included in the individual's personnel information. Access to personnel is restricted within the organisation. Connecting 2Australia may disclose this information to third parties (such as superannuation funds) for employment related purposes or other organisations if required by legislation.

By applying for a position with Connecting 2Australia, an applicant acknowledges and understands that the personal and health information provided is for the above purposes.

### **Commencement Date**

Applicants short listed for interview will be asked to indicate the earliest date they are able to commence duties.

### **Employment**

Employment will be subject to a 26 week probationary period and a police check.

### **JOB APPLICATION GUIDELINES:**

Selection for interview is based on your knowledge, skill level and ability to meet the selection criteria and the following information is required as part of your application.

- Statements, which concisely describe how you consider yourself suitable against each of the selection criteria. Wherever possible, provide examples of your merit. Do not simply state you meet the criteria.
- A succinct Curriculum Vitae of resume containing contact information (full name, address and daytime contact number. We will be discrete in contacting you) and a summary of your work experience including where you have worked, positions held, period of employment and brief details of duties performed.
- The names, position titles and contact details of at least two professional referees who could provide comments on your ability to meet the selection criteria.
- Any other relevant information.

When preparing an application, you should:

- Avoid including original documents e.g. references, certificates, as we cannot be held responsible for their return.

Applicants are responsible for ensuring that they meet the closing date, which appears on the bottom of the job advertisement.

Please mark the envelope with "Private and Confidential"

Your application and Curriculum

d in a folder, but stapled in the

top left-hand corner.



**Connecting2Australia**

Community + Business + Work + Training + Accommodation  
A registered NDIS service provider

## **POSITION DESCRIPTION**

**POSITION TITLE:** Chief Executive Officer (CEO)

**CLASSIFICATION:** Employment Contract

**APPROVAL:** Board of Governance

### **1. POSITION CONTEXT**

Connecting2Australia is a not for profit charity that has been in existence for 64 years and is located in the township of Frankston on the Nepean Highway within one hours' drive from the centre of Melbourne. Connecting2Australia service user base includes persons with a disability and will include other disadvantaged persons.

Frankston is defined as a growth area and is described as the "gateway" to the Mornington Peninsula which boasts beautiful beaches, hills and vineyards and is a popular tourist destination.

The key strategic direction for Connecting2Australia is to increase the emphasis on community based inclusion activities for service users and to expand the focus of the community services to reflect a community services model incorporating community inclusion, organisation promotion and social support services.

Currently the organisation provides day services and employment services at 11 sites including Frankston (2), Seaford, Thomastown, Knox, Mornington, Traralgon, Wonthaggi (2), Bendigo and Mildura for 512 people who have a disability.

The CEO is responsible for the overall effective and efficient management and legal functions of Connecting 2Australia, which will include successful management of the organisation's performance against its operational and financial objectives.

The CEO is the delegated officer under the By-Laws for the total management of all aspects of the services activities and for liaison between the Board, organisation staff, the community, the Department of Health and Human Services (DHHS), the Department of Social Services (DSS) and the National Disability Insurance Scheme (NDIS).

Connecting2Australia Executive Management Team comprises the Chief Executive Officer, Executive General Managers and Team Leader.

## 2. **POSITION OBJECTIVES**

The Chief Executive Officer will:-

1. Continue to develop the growth of Connecting2Australia through partnerships/alliances with other organisations to ensure customer needs are met and strategic objectives and potential opportunities are attainable.
2. Develop and maintain an open and trusting relationship with the Board and senior staff.
3. Ensure Connecting2Australia fulfils its obligations under the State and Federal Disability Services Acts, financial management and other legislation in a climate of responsible corporate governance.
4. Facilitate and implement Connecting2Australia strategic planning process and the framework of supporting strategic documents, in consultation with the Board and government agencies.
5. Ensure the delivery of quality of care to all service users.
6. Be accountable to the Board for the management of Connecting2Australia resources, ensuring;
  - Fiscal responsibility and sustainability;
  - Effective and efficient service;
  - A work environment, which attracts, retains and motivates talented and enthusiastic staff.
  - Maintain productive relationships with government departments and other external agencies, businesses, public groups and members of the community.
  - Ensure that the necessary accreditation standards are obtained.

## 3. **SPECIFIC ACCOUNTABILITIES**

### **Leadership**

1. Promote and enhance the service in line with the Board's vision for Connecting 2Australia to be recognised as a key service provider within the designated regions on disability and community matters.
2. Ensure the provision of appropriate services to enhance the delivery of high quality care to persons who have a disability and other users of the services in line with the 'Community Inclusion' model of community services.
3. Provide leadership that facilitates the achievement of individual and team potential and creates a harmonious climate in which staff, have a clear understanding of their responsibilities and in which innovation and personal initiative are encouraged and recognised.

#### 4. **GOVERNANCE AND RELATIONSHIP WITH THE BOARD**

1. Act as the principal adviser to the Board on matters impacting on the efficient discharge of its responsibilities under the Disability Services Act and other relevant legislation, providing timely, accurate and honest advice and information to the Board, with recommended actions on major issues and concerns.
2. Support the Board in ensuring accountable governance in all aspects of the organisation's operations.
3. Support the Board to link the CEO KPI'S/KRA'S to the Connecting2Australia Business Plan which is aligned to the Connecting2Australia Strategic Plan.
4. Communicate the policies and decisions of the Board to all staff and the community (as appropriate) ensuring their efficient and effective implementation and evaluation.
5. Act within the delegation of Authority and ensure that the organisation's By-Laws and standing orders appropriately service the contemporary needs of the organisation, highlighting to the Board the need for review/revision when necessary.
6. On behalf of the Board, facilitate and coordinate the strategic planning process, annual and quality plan reporting.
7. Develop and recommend to the Board of Governance Strategic and Business Plans consistent with Connecting2Australia mission statement and overall objectives, policy directions of the State and Commonwealth Governments and the community inclusion needs of our service users.

#### **Financial Management**

1. Ensure prudent and effective financial management in compliance with all statutory and legal requirements.
2. In conjunction with the Board of Governance Treasurer, develop annual budgets and financial plans and manage the daily financial operations and regular reporting of actual results against budget.
3. Practice sound financial management to ensure strategic targets are met within agreed budgets, an efficient and viable service is provided and all revenue-generating opportunities are optimised.
4. Ensure that all funds, physical assets including all buildings, equipment and motor vehicles owned or leased by C2A are appropriately safeguarded, maintained, insured and administered.
5. Assist the Board of Governance in the development and implementation of fundraising initiatives required to help finance capital improvements and maintain appropriate levels of services.

#### **Corporate Management**

1. Manage the implementation of the organisation's Strategic Plan and underpinning Business and Operational plans, establishing challenging but attainable performance indicators and targets.
2. Ensure staff participation in the operational planning processes and their commitment to the achievement of the organisations strategic targets.



3. Ensure effective human resource management practices are implemented and monitored throughout the organisation in line with relevant legislation.
4. Ensure sound risk management practices are implemented and monitored throughout the organisation in accordance with the relevant quality assurance standard.
5. Ensure compliance with Health and Safety legislation and all other relevant statutory obligations.
6. Ensure that the organisation makes adequate preparation for accreditation surveys and that, any subsequent action required be addressed by organisation staff.
7. Ensure continued participation and development of alliance and networks to maximise benefits to the organisation and community services delivery.

### **Performance Management**

1. Develop and maintain a strong senior management team, able to work together harmoniously to achieve the common goals of the organisation.
2. Within the delegation of authority, engage, discipline and terminate all employees of the organisation and oversee all industrial relations matters.
3. Approve where appropriate remuneration for staff members consistent with the delegation of authority and equivalent positions in similar community service organisations and in line with industry benchmarks/standards.
4. Conduct annual performance appraisals for staff who directly report to the position and ensure all staff members have a position description and key performance objectives which are reviewed annually.
5. Ensure that the professional development needs of staff are determined and steps taken to make any necessary training available.

### **Public Relations and Community Orientation**

1. Promote, and support fund raising activities, including fostering and maintaining voluntary activity within the organisation.
2. Provision of timely information and resources to community groups and organisations regarding the organisation and relevant disability and community matters.
3. Enhance the image of Connecting2Australia through the active promotion of its achievements and opportunities through a variety of media (print, radio, T.V. and C2A web site) and undertake the role of media spokesman for the organisation and/or authorise relevant personnel to make statements to the media in accordance with the delegation of authority.
4. Represent Connecting2Australia on appropriate professional bodies, public forums and other speaking engagements in a manner, which promotes and enhances the organisations standing and reputation.

## **Partnerships and External Relationships**

1. Strengthen and develop productive relationships with relevant ministers and other members of parliament, government departments and agencies, local councils and other stakeholders to maximise the benefits to the organisation.
2. Ensure continued participation and development of the relevant region employment and day services network.
3. Develop and maintain with alliances and partnerships with relevant community groups, and service providers with a view to rationalising services and achieving maximum efficiency and economy.

## **Organisational Relationship**

Reports to: The Board via the Chairman

Supervises: Executive General Managers  
Executive Assistant

Internal Liaisons: Chairperson  
Other Board members  
Visiting Government staff  
Visiting disability professionals  
Service users, Parents and Carers  
All other staff

External Liaisons: Community organisations/business leaders  
Ministers and Government departments  
Local members of Parliament  
Other regional community/disability services  
Suppliers  
Local Government and other authorities  
Media  
Unions  
Professional Associations  
Businesses  
Other regional community/disability services executives.

## **5. SELECTION CRITERIA**

Selection will be based on the applicant's ability to demonstrate that he/she can meet the skills, knowledge, qualifications and experience criteria (listed below) and that he/she has the ability to undertake the key responsibility of the position.

### **Essential**

Qualifications:

- A tertiary qualification in Commerce, Business Management or Community /Disability Services.

## **Competencies**

1. Demonstrate significant experience at CEO level (5+ years) in providing organisational growth and leadership to a multi-disciplinary team in a community/disability environment.
2. Knowledge in and experience in growing community sector services at CEO level in a "community inclusion" model of community services/employment preferable.
3. Ability to lead and motivate people, and to adopt an entrepreneurial approach in relation to service provision and fundraising.
4. Demonstrated excellent written and oral communication skills, including the capacity to influence and negotiate in a sensitive and effective manner.
5. Demonstrated project management skills and expertise ie. mergers and acquisitions
6. Proven understanding of the application of continuous improvement programs and best practice.
7. Demonstrated experience and/or knowledge of corporate governance strategic planning and the capacity to work effectively with a Board of Governance.
8. A demonstrated ability to establish and maintain productive relationships with a range of external clients and stakeholders
9. Demonstrated organisational financial management experience (\$11million+ budget)

## **Desirable**

1. A Knowledge and understanding of Government and a regulated business environment
2. Eligible to be member of a relevant professional association.

## **6. TERMS AND CONDITIONS OF APPOINTMENT:**

The employment terms and conditions for this position would be outlined in an individual employment agreement negotiated at the time of appointment for a period of 3 years.

Such terms and conditions will be consistent with the Government and Statutory Authorities Guidelines and in line with the principles of the community service sector.

### **Performance review.**

The Chief Executive Officer's performance will be reviewed annually by the Board Chairman (or sub-committee set up for that purpose). The review will measure the CEO's achievement of the agreed KPI's and objectives and evaluate the CEO's adherence to the position description.