

CEO



• *Purpose-driven leadership opportunity in Bendigo*

• CatholicCare is the family support and social service agency of the Catholic Diocese of Sandhurst, offering a broad range of programs and services across North Eastern, North and Central Victoria.

• Reporting through the Diocesan Business Manager to the Bishop and supported by the Board, you provide leadership and direction, taking responsibility for day-to-day operations of an entity employing 50 staff, with revenue around \$7 million.

• A tertiary qualified leader with a successful track record in the social services sector, you have proven skills in developing programs, support mechanisms and funding streams. Your expertise in strategic planning, management and delivering growth is extensive, and your values align with the Catholic ethos.

• 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.



POSITION DESCRIPTION

Catholic Diocese of Sandhurst

POSITION TITLE:	Director – CatholicCare Sandhurst
SALARY SCALE:	Level 7
REPORTS TO:	Diocesan Business Manager
LENGTH OF EMPLOYMENT:	5 year contract
FULL TIME EQUIVALENT:	Full-Time
LOCATION:	Bendigo / Shepparton, Victoria
AUTHORISED BY:	The Bishop of Sandhurst

CatholicCare – Purpose & Vision:

Our purpose is to empower individuals, families and communities to become stronger and more resilient. We deliver high quality family and relationship services available for all people.

Our vision is for all individuals and families to be included and connected within a thriving community.

Primary Objectives

The Director is responsible for the leadership, strategic direction and operations of the service. The Director provides a wide range of expertise to CatholicCare staff in terms of leadership and social services practice.

Major Accountabilities

The position holds overall responsibility for the service and is required to deliver on the following key areas:

1) Strategic	<ul style="list-style-type: none">• Research the social needs of the communities served by CatholicCare in the light of Catholic social teaching.• Develop and position CatholicCare to meet the future needs of the communities it serves.• Work effectively with the CatholicCare Advisory Board and the reporting relationship through to the Diocesan Business Manager and the Bishop.• Prepare strategic plans for the organisation to ensure its success and goal achievement.• Prepare and implement annual strategic plan, budget and forecast to effectively influence the strategic direction of the organisation.
2) Leadership	<ul style="list-style-type: none">• Define, communicate, implement and review the purpose, vision and values of CatholicCare in the light of Catholic social teaching and experience of clients, staff and the broader community.• Provide input and expertise to CatholicCare staff in terms of leadership and social services practice.

	<ul style="list-style-type: none"> • Communicate performance expectations and support the team by building required competencies, providing feedback, managing behaviours and performance gaps. • Monitor team and program performance and workloads, and take action to address learning and development needs and performance issues.
3) Business Development	<ul style="list-style-type: none"> • Identify opportunities to achieve the purpose, vision and values of CatholicCare within the strategic plan and source funds to ensure the strategic plan is achieved. • Develop funding proposals and secure funding, oversee the development and production of submissions and tenders. • Liaise regularly and build effective relationships at all levels of government and alternate funding bodies to maximise CatholicCare’s funding position.
4) Financial Stewardship	<ul style="list-style-type: none"> • Oversee the management of all departments to ensure the achievement of the strategic plan, KPIs and financial targets. • Regularly monitor and evaluate the performance of CatholicCare against the strategic plan, budget and forecasts. • Develop and implement innovative business solutions in order to grow, improve and sustain CatholicCare’s services in keeping with its purpose, vision and values. • Provide ad hoc analysis and review of CatholicCare’s financial and operational performance.
5) Relationship & Communication Management	<ul style="list-style-type: none"> • Develop and maintain strategic relationships with key stakeholders to position CatholicCare at the forefront of the community welfare sector. • Ensure open lines of communication with all staff within the organisation to ensure the establishment of strong working relationships at all levels.
6) Professional Standards & Care & Safety of Children & Vulnerable Persons	<ul style="list-style-type: none"> • Implement and promote best practice in child safety. • Provide a safe environment for children and vulnerable persons.

Position Impact

The role is responsible for managing and supervising the following resources.

- Operational Budget – Revenue \$7.0m and Expenditure \$6.5m
- Staffing – 50 employees and salary & wages costs of \$3.6m

Quality

- Actively supports and participates in benchmarking activities with industry bodies.

- In consideration of Catholic social teaching, train and mentor employees on the purpose, vision and values of CatholicCare and organisational operations as required.
- Actively participate in organisational quality and risk management processes including external accreditation requirements.
- Participates and contributes to an environment supporting continuous quality improvement focused on customer service.

Safe Practice

- Adheres to requirements of CatholicCare's policies and procedures relating to Occupational Safety and Health.
- Responsible for compliance with Regulations under the OHS Act. This includes the provision of safe systems of work and a safe work environment for all employees, contractors, volunteers and visitors.
- Promotes a safe working environment in accordance with legislative requirements for all staff and visitors.
- Monitors incidents and initiates appropriate action.

Professional Development

- Participates in Catholic leadership formation programs.
- Attends relevant training sessions offered by the Diocese. Recognises the necessity to continually develop skills and acquire additional knowledge appropriate to the position.
- Actively seeks opportunities for further professional development.

Organisational Environment

The Diocese supports the life and mission of the Catholic Church in Australia. The mission of the Diocese is to promote the reign of God, by continuing the mission of Jesus and the Holy Spirit. This mission centres not on the Church but on the transformation of the world according to the person and vision of Jesus, especially the values of peace, justice, forgiveness and love.

CatholicCare is an important part of the Diocese, providing much needed family and community support services. CatholicCare's family services provide comprehensive, client focused services for individuals, couples, families and children, while its community support service is designed to work creatively with people with complex needs.

The Director is accountable through the Diocesan Business Manager to the Bishop for the major accountabilities of the position.

Key Communications

The Board and senior leaders in the Diocese: to ensure a coordinated approach to the efficient delivery of services.

Fund Providers: promote the services and achievements of CatholicCare whilst ensuring compliance with acquittal requirements.

Other Social Welfare Providers: develop a collaborative and inclusive approach in creating programs that meet the needs of our clients.

The Staff: managing their workload and engendering a positive workplace culture.

Customers: to be attentive to their needs and expectations.

Decision Making

The Director will make all decisions that fall within established policies and procedures as they relate to the role.

The Director will refer all decisions to the Bishop via the Business Manager or nominated alternate that are outside established policies and procedures and beyond the scope of the position.

The Director will consult with the Diocesan Business Manager and the Advisory Board, to seek advice and input to the strategic direction for CatholicCare.

Challenges

The Director will be challenged to:

- meet the objectives of the organisation's purpose and vision;
- improve the operational and financial performance of CatholicCare;
- promote ongoing business development opportunities;
- create a centre of excellence in the delivery of programs and activities for the benefit of the community; and
- deliver timely and efficient provision of services.

Knowledge, Skills and Experience

An understanding of and willingness to work within the Catholic ethos.

Possess relevant tertiary qualifications.

A strong knowledge and understanding of the social service industry.

Demonstrated ability to lead multidisciplinary teams without close supervision.

Demonstrated ability to develop and implement new programs and services.

Demonstrated ability to develop funding proposals and securing funding, including the development and production of submissions and tenders.

Demonstrated skills in strategic planning and implementation to achieve organisational goals.

Excellent written, verbal communication and interpersonal skills, with a strong commitment to service.

Criminal Screening Process

The successful applicant will be required to successfully complete a National Police Check and Working with Children Check.