

CEO



VICTORIA • COUNSELLING, SUPPORTING & EDUCATING

Road Trauma Support Services Victoria (RTSSV) is an incorporated, non-profit organisation which provides free, professional support to anyone affected directly or indirectly by road or rail trauma in the State. Its community oriented approach is centered around counselling services and education programs of the highest calibre.

Working with a committed Board, you will lead and manage a professional team of 19 (plus session educators and volunteers), ensuring effective and efficient operations. You will formulate long-term strategies for growth, capitalising on opportunities for expansion, and forging strong relationships with external stakeholders and influencers.

A qualification in health promotion, public health, counselling, social/community services, education, business or management would be highly advantageous, ideally augmented by a record of success in marketing, partnerships and income generation.

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.

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Position Title	Chief Executive Officer (CEO)
Organisation	Road Trauma Support Services Victoria (RTSSV)
Employment arrangements	Full-time (6 months probation period)
Position reports to	RTSSV Board
Direct reports	6 (or 4.5 FTE)
Indirect reports	13 (or 4 FTE) plus session educators and volunteers

ORGANISATIONAL OVERVIEW AND POSITION PURPOSE

RTSSV is an incorporated, non-profit organisation which provides free, professional support to anyone affected directly or indirectly by road trauma in Victoria. RTSSV offers two, key community services in this area:

- Counselling and support services and;
- Education programs regarding the effects of road trauma.

Additional information about RTSSV can be found on our website www.rtssv.org.au. RTSSV has DGR and PBI status.

The CEO is responsible for leading and managing a team of professional and dedicated people to deliver high quality services in accordance with Road Trauma Support Services' aims and purpose, specifically:

- Manage the operations of RTSSV to ensure optimum effectiveness and efficiency.
- Develop long term operational and financial strategies to ensure the ongoing viability and growth of RTSSV.
- Pursue new directions which are in line with the strategic plan.
- Develop and build strong relationships with external stakeholders and influencers.

In addition, as the day-to-day manager of the organisation, the person fulfilling this position is a caring and supportive yet realistic individual, able to work effectively within a small not-for-profit environment and have experience in working with a board of management.

PRINCIPAL ACCOUNTABILITIES OF THE POSITION:

Organisational Development, Goals and Objectives

- In partnership with the board and staff, lead the RTSSV strategic planning, goals and objectives, and ensure consistency with the RTSSV vision, mission and values.
- Implement organisational strategies, systems and structures that positively impact organisational effectiveness, performance and productivity.
- Work in partnership with the Program Leaders to ensure service delivery excellence of programs and initiatives that are aligned with RTSSV goals and objectives are consistent with its purpose.

Leadership, Culture and Teamwork

- Provide leadership to RTSSV staff in a manner consistent with organisational values, to enhance a culture driven by quality, partnership and purpose.
- Drive effective teamwork and collaboration to enhance organisational health, well being and capability.
- Lead, support and empower the RTSSV team to strive for excellence and promote organisational effectiveness.

Community and Stakeholder Relationships and Partnerships

- Establish and maintain strong and open working relationships with diverse stakeholders and funding bodies including the Board of Directors and Chairperson. Build and maintain effective relationships and partnerships with appropriate community services in order to promote opportunities of mutual benefit and in line with the RTSSV Vision and Mission.
- Identify and develop revenue streams in line with the strategic plan.

Governance and Accountability

- In partnership with the Board, lead the development and implementation of good, transparent governance structures and systems.
- Ensure RTSSV meets its organisational and legal requirements, including sound financial management, planning, reporting, workplace health and safety, and risk management.

QUALIFICATIONS

- A qualification in business development, health promotion, public health, community services, health sciences (in particular in relation to counselling, social/community services or education) and management would be highly advantageous.
- Marketing and partnerships experience would also be highly advantageous.

KEY SELECTION CRITERIA

Leadership and management

- Demonstrated experience in the application of effective leadership styles/approaches suited to our core activities and values.
- Proven management capability in the effective delivery of geographically dispersed programs that make a difference and create change in the community.
- Demonstrated ability to work in partnership within a team and a small not-for-profit.
- Proven capability to strategically shape and sustain organisational direction, culture, services and good governance.
- Proven ability to identify and develop revenue streams.

Integrity

- An outstanding record in providing proactive advice and making decisions that are frank and based on genuine, fair and ethical behaviours, and sound judgement.
- Establishes personal credibility, influence and trustworthiness through leadership actions
- Demonstrates honesty and consistency in actions, decisions and words.
- Makes and follows through on commitments.
- Takes responsibilities for own actions and consequences.

Judgement and thought leadership

- Exceptional judgement that provides (organisational and public) leadership within a public policy context and generates and shapes ideas, ensures decisions and actions are guided by and align with RTSSV values and behaviours.
- Demonstrates strong conceptual and analytical skill and translates plans and ideas into reality.

Delivery of outcomes with and through people

- Demonstrated ability to align and integrate vision, culture, strategy and performance; create a learning and leadership culture; build resilient, effective, diverse and well-functioning teams; engage and motivate people; maximise the potential and performance of staff; and promote innovation, openness, accountability and professionalism.
- Excellent relationship and stakeholder management ability that builds and maintains partnerships and networks across diverse sectors, creates collaboration and trust, and promotes the RTSSV's reputation and credibility in Victoria and beyond.

Personal modelling

- An outstanding record of consistently modelling professional values and behaviours in achieving outcomes for the RTSSV team, clients, stakeholders, staff and volunteers.
- Ability to demonstrate specific values aligned RTSSV values of:
 - Caring
 - Integrity
 - Quality
 - Accountability
- A commitment to ongoing personal/professional development.
- Demonstrated continuous exceptional performance in a field or fields of endeavour that align with the objectives and strategic direction of the RTSSV.

IMPORTANT INFORMATION

A current Victorian driver's licence is required for this role.

All appointments to the RTSSV are subject to:

- Comprehensive reference checks
- Criminal record checks
- Probity checks
- Short-listed candidates may be requested to undergo psychometric assessment