

# CEO



*• Until there's a cure... there's care.*

MND Victoria's mission is to provide and promote the best possible care and support for people living with motor neurone disease (MND). With revenue exceeding \$4million, MND Victoria's greatest value lies in their 150 passionate and committed staff and volunteers.

This role reports to the Board; a group of diverse professionals, all equally committed to enabling the success of the organisation. Ultimately responsible for the success of the organisation, you will provide the vision and leadership of strategic, person-centred service delivery, fundraising and administrative stewardship, in an increasingly challenging and complex market.

You have the experience, expertise and leadership qualities to enable you to inspire and empower others to collaborate effectively to realise the mission of MND Victoria, for the benefit of people living with the condition, sponsors, donors and the broader community.

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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## Position Description

### Chief Executive Officer (CEO)

<b>POSITION TITLE:</b>	<b>Chief Executive Officer</b>
<b>RESPONSIBLE TO:</b>	State Council
<b>RESPONSIBLE FOR:</b>	26 staff including 3 direct reports and 130+ volunteers
<b>LOCATED:</b>	265 Canterbury Road, Canterbury

#### ORGANISATIONAL CONTEXT

MND Victoria is dedicated to providing the best possible care and support for people living with motor neurone disease (MND), their families, carers, community workers, service providers and health professionals.

MND Victoria was formed in 1981 by a group of volunteers with the strong involvement of people with MND their families, health professional and other concerned people to address the absence of a coordinated response to MND. It is a state-wide not-for-profit organisation, located in Canterbury in the eastern suburbs of Melbourne. Membership of MND Victoria and access to its services is free to people with motor neurone disease; a small annual fee is applicable to other interested people. There are currently 18 employees and over 100 committed volunteers.

The Association provides three key services: Regional Advisor, Information and Research, and Equipment: led by the Manager Family Support Services, and supported by volunteers (managed by the Coordinator of Volunteers), Fundraising coordinated by the Manager Fundraising) and administration (led by the Manager Administration).

The Association has been contributing to the development of the National Disability Insurance Scheme as it relates to people living with MND.

#### POSITION PURPOSE AND SCOPE

The Chief Executive Officer is the most senior employee of MND Victoria and is employed by the State Council. The CEO is responsible for the success of the Association by providing vision, leadership and managerial oversight to strategy, service delivery, fundraising and administration.

Under the authority of the Association's rules and policies of the State Council, and in accordance with operational policies, the CEO has two major functions; to direct and execute all activities of the Association either directly or through delegated authority. Together with State Council, the CEO is responsible for the achievement of the Association's vision, mission and strategic priorities, and its accountability to people living with MND, funders, donors and the broader community.



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#### KEY ACCOUNTABILITIES

##### MISSION, POLICY AND PLANNING

Contribute to the development of the Associations' strategic plan and its implementation, guiding the direction of the organisation, aspiring to the mission of MND Victoria as well as contributing to MND Australia's national policy and vision.

Be an advocate and influencer, promoting the Association, its mission and contribute to statewide and national policy and practice, and international policy if appropriate, engaging on behalf of the Association with the community, the government, affiliated organisations and funders. Establish effective advocacy presence with relevant government and community entities, and with the broader community in Victoria.

Be recognised as visionary; maintaining a future focus, identifying future opportunities and potential risks; predicting outcomes, anticipating problems before they arise, planning accordingly to ensure the Association is effective, efficient and continues to achieve its mission and delivers the best care and support to people living with MND.

Ensure the Association complies with all statutory and internal policy requirements and monitors compliance with relevant laws, regulations and standards.

Inform State Council and its relevant committees about trends, issues, problems and activities in order to facilitate policy-making and effective decision-making.

Committed to person-centered service delivery through individualised funding models.

##### LEADERSHIP

Oversee the complete operation of all organisational activities, in accordance with direction established in strategic plans, assuring a smoothly run and efficient organisation.

Demonstrate the leadership necessary to make the Association's mission a success by inspiring and motivating staff, empowering personal growth, and driving organisational development.

Lead an organisation that responds with flexibility to changing priorities, embracing and driving appropriate change, ensuring stakeholder support and leading by example to bring others along to achieve and deliver the changes required.

Champion the development and enhancement of services, actively supporting staff delivering those services.

The commitment to recruit, retain, develop and support quality staff and volunteers in an environment that upholds equal employment opportunity, and is free from discrimination and harassment.

Ensure all staff take responsibility for a safe and healthy work environment.

Specifies accountabilities for management personnel (whether paid or volunteer) and evaluates performance regularly.



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#### **GOVERNANCE**

Support State Council to fulfill its governance and decision-making responsibilities and accountabilities. Regularly engage with the State Council President / Chair to enable the State Council to fulfill its governance functions and focus its attention on long-term strategic priorities.

Develop policy and planning recommendations to State Council, soliciting advice and guidance, when appropriate, from State Council.

#### **MANAGEMENT**

Provide general oversight of all activities, manage the day-to-day operations, and ensure a smoothly functioning, efficient organisation consistent with the Association's vision, mission and strategic priorities.

Ensure services are delivered in a high-quality, cost-effective and sustainable manner. Ensure service quality and organisational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.

In line with the Association's strategy and goals, support formal performance management of all staff. Actively strive to build effective teams through developing staff and volunteers in a variety of skills and roles, ensuring they have the most up to date information and have the tools they need to do their jobs and that resourcing levels are appropriate to meet demand.

#### **FINANCIAL MANAGEMENT**

Effectively manage the financial activities of the Association including budgeting, reporting and audit and ensure they fully support the Association's mission and strategic priorities. In doing so regularly engage with at least the State Council Treasurer and the Finance Audit and Investment Committee of State Council and report to State Council on monthly financial performance including variances and trends.

Prepare the Association's annual budget for submission to State Council for approval, covering current and anticipated activities aligned with achieving the Association's strategic plan. Approve expenditure during the year consistent with State Council's delegations. Implement investment decisions as approved by State Council. Effectively manage cash flows through the Association's bank accounts to ensure funds are on hand when required for approved purposes.

Manage key relationships with the Association's funding bodies including the Victorian Department of Human Services, financial advisors and external auditors, including ensuring they receive accurate and timely information they require. Prepare the Association's Annual Report and audited financial statements for approval prior to their distribution.

Prepare submissions to State Council for allocating research donations to the MND Research Institute of Australia, awarding Nina Buscombe grants, and other research or support initiatives relevant to people living with MND.

Diversify the Association's revenue streams by identifying and implementing alternative funding opportunities.



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#### FUNDRAISING

Be responsible for an effective fundraising strategy, the planning and implementation of fundraising activities to achieve the Association's mission and strategic plan.

Actively identifies and encourages donations and bequests and assures the availability of materials to support fundraising activities. Manage bequests received by the Association in conjunction with legal advisors and with the parties making the bequests.

#### PREFERRED SKILLS AND EXPERIENCE

Demonstrated experience at an executive or senior management level to work constructively within the dynamics of change, and proven capability to strategically shape and sustain the direction, service provision, culture and good governance of an organisation or large division within an organisation.

Demonstrated experience at a senior level in providing leadership (organisational and public) within a disability services or similar context, generating and shaping ideas, ensuring decisions and actions are guided by and align with strong values and high standards of ethical behaviour.

#### DESIRABLE QUALIFICATIONS

Relevant tertiary qualifications in business / financial management or health and human services, or equivalent work experience.

#### HIGH LEVEL COMPETENCY REQUIREMENTS

**Leadership** – actively and flexibly leads and inspires trust and confidence by others to establish a positive and productive organisational culture with an emphasis on continuous growth and development to achieve agreed organisational priorities.

**Business Skills** – directs, manages and develops people, and coordinates business activities and resources in order to deliver core organisational outcomes

**Communication** – communicates effectively in writing and verbally including public presentation and negotiation and influencing skills

**Relationships** – high-level networking and relationship management capabilities built through collaboration, consultation and respect

**Self-management** – demonstrates self-awareness and a commitment to personal and professional development

**Organisational focus and professionalism** – works towards delivering organisational goals and priorities while acting in a professional manner

**Client focus** – drives a collaborative and integrated service delivery that considers the clients' life circumstances and works with individuals and families to support clients. Demonstrated commitment to advocacy on behalf of clients.



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<b>CONDITIONS OF EMPLOYMENT</b>
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- Permanent full time
- 38 hours per week with some out of hours work as required
- Remuneration established by negotiation with State Council with annual review based on performance
- Salary packaging available including use of a motor vehicle for business and private purposes
- This position is subject to a 6-month probation period.
- Appointment to the position is subject to a satisfactory police check, prior to commencement.

PD approved by \_\_\_\_\_ Date \_\_\_\_\_  
Chairman, State Council