



Chief Executive Officer

Position Description

POSITION DETAILS

Position Title:	Chief Executive Officer
Agreement/Award:	Executive Contract
Employment Type:	Full-Time
Reporting to:	Board of Directors, through the Chairperson
Location:	Portland
Direct Reports:	Corporate Services Manager, Supports Manager, Seawinds Nursery Manager, Support Coordination Manager, Supported Employment Manager, Home & Living Manager

ABOUT KYEEMA SUPPORT SERVICES

Kyeema Support Services is a quality provider of services to over 220 people with a disability in the Glenelg Shire in South West Victoria. With a history of over 50 years of service, Kyeema offers a wide range of activities and opportunities designed to meet the expressed needs of our participants, delivered by over 100 staff. Driven by our Vision and Purpose, and guided by our Values, Kyeema provides services including day activities, overnight respite, support coordination, support employment, permanent accommodation and coordination of the neighbourhood house. Our strategic pillars are Participant Centred, Engaged Teams, Community Voice and Future Proof.

Our Vision	People of all abilities can actively participate as valued members of our community.
Our Purpose	To support and empower individuals to make choices to enrich their lives.
Our Values	Quality We deliver excellent services driven by the goals and needs of participants and underpinned by strong ethics.
	Integrity We value respect, transparency and integrity in all we do. We believe in the right of people of all abilities to live a full and inclusive life.
	Enjoyment We believe it's important to enjoy life – have fun, make friends and be the best we can be.
	Partnership We believe in good teamwork, promoting partnerships and collaboration with others.

POSITION SUMMARY

The Chief Executive Officer (CEO) will:

- a) Work with the Board to support it in fulfilling its governance responsibilities
- b) Provide strategic, financial and operational leadership and management of Kyeema and position the organisation to achieve its strategic directions consistent with its Vision, Purpose and Values.
- c) Have overall accountability, responsibility and authority for the management of Kyeema in accordance with the strategic plan and objectives adopted and approved by the Board and subject to oversight by the Board
- d) Enhance the viability and sustainability of Kyeema to the benefit of its participants.

KEY RESPONSIBILITIES

Culture and Strategy

- a) In conjunction with the Board of Directors, lead the development of Kyeema's purpose, values, strategic plan, and relevant short and long-term strategic objectives.
- b) Embed across the whole organisation a culture of respect and inclusiveness that supports delivering high-quality care and services and achieving Kyeema's purpose and strategic directions.
- c) Implement the strategic plan ensuring that the budget, staff, and priorities are aligned with Kyeema's purpose and strategic objectives.
- d) Monitor the external and internal environment to ensure the organisation's strategy is responsive to change.
- e) Role model the values of Kyeema.

Governance

- a) Work with the Board Chair to enable the Board to fulfil its governance functions and facilitate the optimum performance by the Board, its sub-committees and individual Board Directors.
- b) Ensure that the organisation meets its critical responsibilities to manage all risk and compliance aspects, including legal, regulatory, ethical, and other compliance requirements.
- c) Cultivate a strong and transparent working relationship with the Board and ensure open communication about strategic opportunities/risks, trends, and organisational performance.

Service Delivery and Quality of Care

- a) Ensure the design, delivery, and evaluation of an appropriate suite of impactful, sustainable, quality services aligned with Kyeema's Strategic direction.
- b) Ensure the implementation of quality of care/clinical governance frameworks and plans to improve service outcomes and promote stakeholder engagement in service design and evaluation.
- c) Promote the philosophy of the quality standards and rights of people we support to the community and relevant stakeholders when appropriate.

Leadership and Safety

- a) Demonstrate excellent organisational leadership and management of Kyeema.

- b) Provide direction and support to all Managers and senior staff and ensure the operation of effective and efficient leadership structures, decision-making, communication, and reporting processes all enable Kyeema to achieve its goals and objectives.
- c) Foster a positive and open culture of safety, fairness, transparency, learning and improvement in which staff are empowered and supported to enact their roles and responsibilities and to speak up about concerns.
- d) Lead workplace safety and minimise workplace injuries and ensure policies and work practices provide a safe work environment for staff and volunteers.

Finance

- a) Assume responsibility for financial performance to meet productivity and budget targets and statutory requirements, managing resources effectively and efficiently
- b) Ensure the development, implementation and maintenance of effective budgeting, financial management and reporting systems including Board reporting.
- c) Develop and implement strategies for new business models to support the expansion and development of Kyeema's services in response to community needs and funding opportunities.

External Stakeholder Engagement

- a) Establish and actively maintain strong working relationships and alliances with external stakeholders to ensure the continued success of Kyeema in delivering on its purpose.
- b) Develop and maintain constructive links with governments to stay informed of all relevant federal, state, and local funding programs and oversee and contribute, to as appropriate, submissions, tenders, and related activities to increase funding.
- c) Develop and maintain constructive links with sector-relevant professionals and organisations to stay informed of possible linkages, partnerships and opportunities for Kyeema and the sector as a whole.
- d) Manage the external profile of Kyeema to ensure it is highly regarded as a community-minded organisation and service provider in the Glenelg Shire.

KEY SELECTION CRITERIA

- 1) Significant understanding of, and demonstrated commitment, energy, and passion for, the purpose, values, and strategic direction of Kyeema.
- 2) Strong commercial acumen gained within a not-for-profit or similar organisation and with demonstrated ability to influence stakeholders and drive successful outcomes.
- 3) Demonstrated strong values-driven leadership style that encourages constructive debate with a commitment to working collaboratively to achieve agreed vision and objectives.
- 4) Demonstrated ability to engage with and motivate team members to embrace change in response to various imperatives. Strong ability, resilience and courage to create a vision for the future and to engage with and inspire stakeholders (team members, Board of Directors, participants, carers/families & community).
- 5) Sound understanding of corporate and human services governance and demonstrated ability to work proactively in partnership with the Board of Directors.

- 6) Exceptional interpersonal skills, written and verbal communication and negotiation skills with demonstrated experience in successfully developing and maintaining collaborative partnerships at all organisational levels and with a wide range of external stakeholders.
- 7) Strong financial management, business skills and strategic planning acumen with demonstrated experience in effective risk management and a thorough understanding of relevant State and Commonwealth legislation and funding.
- 8) A sound understanding of current issues affecting the broader human, disability and community services sectors and rural and regional communities in particular.
- 9) Demonstrated sound knowledge of workforce management issues and solid experience in effectively managing employees. Proven strengths in mentoring, developing and building talent.

FREQUENT WORKING RELATIONSHIPS

Managers and senior staff

Families, Carers, Participants – at specific times/events

Board of Directors

Government

- Department of Social Services (Federal)
- NDIS Commission and NDIA senior personnel
- Department of Families Fairness and Housing (State)
- Glenelg Shire Council (Local)
- State and Federal Members of Parliament as required

Peak Body - National Disability Service

Various Community and Regional Groups (Community South West, Rotary, Probus etc).

Disability Sector - examples

- South West Disability Network
- CEO Co-Lab – Victorian CEO online collaboration group
- Kyeema’s voluntary Community Disability Advocates x 2

JOB HOLDER REQUIREMENTS AND WORKING CONDITIONS

- The successful applicant will be required to:
 - o have the right to work in Australia and maintain a current driver’s licence
 - o undertake a police check and NDIS worker screening check and maintain a valid Working with Children check whilst in this position. Appointment is subject to the outcome of these checks.
 - o provide full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position
- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The Board may alter this position description if and when the need arises in consultation with the employee.
- Salary sacrifice arrangements are available.