



Position Title:	Chief Executive officer
Classification:	Contract
Accountable to:	The Board of Anglicare Central Queensland

INTRODUCTION

The Chief Executive Officer (CEO) is responsible for the overall leadership and performance of Anglicare Central Queensland (AnglicareCQ).

Within the Governance Model of AnglicareCQ, the CEO will implement the governance policies adopted by the Board. The CEO is accountable for operating a high quality service that provides support and assistance to families and individuals in Central Queensland and to work on their behalf to influence social policy at all levels of government and the community.

POSITION SUMMARY

- Ensures effective and efficient leadership, management, co-ordination and resource allocation
- Provides leadership for staff in ensuring the organisational purpose and values are communicated effectively within the organisation and to the broader external community
- Develops partnerships with the community, government and business to support AnglicareCQ's financial viability, capacity and governance
- Fulfils the statutory role of Company Secretary in accordance with the requirements of ASIC and other regulatory agencies
- Fulfils the role of Nominee in accordance with the *Child Protection Act 1999 (QLD)*.
- Espouses Christian values and promotes the relationship between AnglicareCQ and the Diocese of Rockhampton.

KEY PERFORMANCE AREAS

Leadership

- Provides leadership and works collaboratively as a member of the Senior Leadership Team to achieve strategic and operational objectives
- Provides leadership, supports and motivates staff, carers and volunteers in the management and delivery of services, programs and operations
- Ensures the development of trust and ongoing effective relationships, co-ordination and linking between programs and teams of staff
- Provides visible and inclusive leadership to all staff and volunteers to ensure the establishment and maintenance of a positive culture where people feel valued for their contribution
- Facilitates the creation of an organisational environment in which the spiritual and vocational life of employees and participants can be sensitively nurtured

Financial & Risk Management

- Ensures the continued sound financial position of AnglicareCQ
- Oversees the development, monitoring and reporting of financial budgets and information and maintains expenditure within budget
- Maintains the financial integrity of the organisation through adherence to the policies of executive limitation and ensuring all financial activities comply with legislative, funding body and policy requirements
- Ensures that the requirements and conditions of all service contracts are at all times being met and that any deviation from these requirements and conditions is fully reported to the Board together with actions required to rectify the situation
- Provides advice to the Board on government policy matters and other key issues that have the potential to impact AnglicareCQ's position, including the potential consequences of government policies and matters of media or public interest

Human Resource Management

- Provides leadership in the operation of contemporary human resource and industrial relations practices and systems
- Ensures that all legislative requirements in relation to HRM are addressed through up-to-date HRM policies and procedures
- Ensures effective recruitment, induction and performance management of staff
- Provides leadership in valuing the diversity, individual contributions and commitment of staff and volunteers within the organisation

- Provides appropriate ongoing professional and personal development opportunities for all staff

Resource Management

- Ensures the effective management of property, assets, equipment and vehicles
- Ensures appropriate policies and procedures are developed and implemented in relation to resource management including the management of cash, grants and one off income sources

Business Development

- Develops strategies to project a positive organisational profile with State and Federal governments, funding providers, the Anglican Church, key business leaders and the general public
- Develops partnerships with community organisations and funding bodies to position AnglicareCQ for continued growth in line with strategic direction
- Utilises contemporary business principles and practices to develop business models that optimise return on investment
- Contributes to the development of new knowledge within the organisation and disseminates this through internal and external forums

Organisational Systems

- Provides overall leadership in the development, maintenance and monitoring of the organisation's policies and procedures
- Ensures the provision of effective and appropriate management software and information technology infrastructure and support
- Ensures the development, implementation and monitoring of organisational and administrative systems such as quality assurance and risk management
- Responsible to ensure appropriate and effective workplace health and safety management systems and processes are in place
- Provides strategic leadership in the development of appropriate systems and processes to ensure quality client service is provided to enhance the organisation's reputation with participants, providers and stakeholders

Organisational Development

- Leads the development of a culture of continuous improvement, learning and innovation
- Ensures consultative processes are developed to enable staff and volunteers to contribute to the strategic plan and direction
- Encourages and facilitates staff initiative and leadership within AnglicareCQ and the community
- Ensures that succession management processes are in place to ensure appropriately skilled people are available to relieve or move into leadership and other key roles as required

Public Relations and Marketing

- Maintains a positive public profile for AnglicareCQ
- Ensures the development, implementation and monitoring of a Marketing Plan to optimise donations, sponsorships and fundraising
- Ensures the financial viability of programs through the generation of income resulting from donations, fundraising and sponsorship to identified target levels
- Represents the organisation at forums and speaking engagements

Professional Development

- Stays abreast of industry developments by maintaining relationships with other Anglicare organisations, peak bodies, industry groups, networks and other organisations in the sector
- Maintains ongoing professional and personal development through participation in training and development programs as identified within the performance review and monitoring process

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in business, social sciences or other relevant discipline are essential
- Postgraduate qualifications in a relevant discipline are highly desirable
- Substantial experience in a senior management role within a medium to large organisation is essential
- Experience in a community services environment would be highly regarded

KEY SELECTION CRITERIA

1. Highly developed leadership skills, with a demonstrated record of leading a team of senior managers in achieving successful outcomes and improving organisational performance
2. Financial management capability, with significant experience in budgeting, asset management and performance reporting and measurement
3. Sound understanding of legislative and contemporary Human Resource requirements and practices, with experience in developing and applying policies, systems and processes, including Workplace Health and Safety and Equal Employment opportunity
4. Demonstrated ability in developing and sustaining productive workplace relationships, including leading and managing people in an inclusive team environment where everybody takes ownership and input is recognised and valued
5. Demonstrated experience in partnering with State, Federal and Local Governments, the community sector and business and industry to develop, manage and deliver relevant services and programs in line with community needs, provider expectations and strategic direction
6. Senior level experience preferably within the community sector, in one or more fields relevant to the business of Anglicare Central Queensland
7. Sound understanding and experience in the management of quality assurance, accreditations, provider funding agreements and reporting
8. Experienced and confident communicator at all levels, both internally and externally, with well-developed facilitation, report-writing and public speaking skills