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| **Position Title:** | **Chief Executive Officer**  |
| **Salary Range:** | $ |
| **Work Location:** | Drouin, Morwell or Newborough |
| **Employment Conditions:** | Full Time or by negotiation  |
| **Position Reports To:** | Headway Gippsland Board |

**About Headway Gippsland**

Headway Gippsland Inc. is a not-for-profit organisation operating in Gippsland, Victoria and has been providing services to people with acquired brain injuries for the past 35 years.

**Our Workplace**

Our mission is to provide exceptional services to individuals with an acquired brain injury (ABI) and other disabilities and their carers, in order to participate in all aspects of community life. Ours is a vision of a society that is inclusive of all.

**KEY RESPONSIBILITIES**

**Governance**

* Provide advice to the Board by providing advice and information relating to relevant legislative and statutory frameworks to achieve good governance outcomes and regarding the protocols, policy and processes required to achieve effective decision making and best-practice in governance
* Assist the Board to ensure contractual, statutory and legislative requirements are satisfied relative to operational performance, planning and reporting
* Work collaboratively with the Board and the importance of maintain productive and professional relationships with all Board members.

**Strategic Development and Reporting**

* Provide regular reports to the board that monitors achievement against strategic objectives.
* Remain updated with the development of the NDIA and associated programs to incorporate opportunities and compliance developments that align with the strategic objectives.
* Oversee the completion and submission of the financial and outcome reports as required by funding organisations.
* Commit to and lead a culture of continuous improvement throughout the organisation including the Board, staff, volunteers and carers.
* Analyse, monitor and report to the Board on issues that arise and may be relevant to the business.

**Financial Management**

* Review and monitor budgets
* Continually seek opportunities and develop strategies to improve the financial position of Headway Gippsland Inc.
* Maintain adherence to statutory and Board requirements for financial and organisational reporting.
* Assist staff to maintain asset maintenance and initiate a long-term asset replacement policy that is itemised in financial plans and budgets.

**Leadership and People Management**

* Implement, support and regularly review an organisational structure that will be effective in delivering high standard programs for clients.
* Provide leadership and management for staff, volunteers and carers that guides and motivates their work, encourage self-development and maximise their ability to give support to the organisation.
* Maintain the Performance Management program that improves skills and identifies training needs.
* Maintain organisational structure that nurtures an environment which is inclusive, supportive, respectful and honours integrity.
* Develop policies and procedures that comply with the Fair Work Act 2009 and the associated legislation.
* Demonstrate the organisation’s values, including a positive contribution to workplace harmony and leading cooperative team behaviour

**Networking and representation**

* Enhance the profile of Headway Gippsland Inc. and its relationships within the community through visible participation in relevant forums and events
* Develop relationships with other organisations, agencies, government departments, politicians and funding bodies to advance the objectives of Headway Gippsland Inc.
* Encourage and support feedback to assist improvement of service delivery and organisational performance.

**Workplace Health, Safety & Wellbeing**

* Comply with legislation to establish and maintain updated Occupational Health & Safety policies and procedures.
* Develop, progress and maintain a culture that respects and honours diversity, support and equality and allows opportunity for all.
* Facilitate the development of Headway organisational policies, processes and procedures

**SKILLS & EXPERIENCE**

Personal Attributes

* Competent decision-making capability and willing to take responsibility for subsequent outcomes.
* Proactive with the drive to lead change .
* High standard of personal conduct with a focus on integrity.
* Excellent communicator (written and verbal).

Professional Competencies

* Knowledge of the disability service industry and an understanding and empathy for people living with ABI and other disabilities.
* Governance understanding as applicable to the not-for-profit sector and including the separate roles and responsibilities of both the Board and the Chief Executive Officer.
* Extensive business management experience with sound financial skills and knowledge.
* Familiarity in the not-for-profit sector working with legislative frameworks and reporting to funding bodies.
* Supportive and encouraging leadership style to drive productivity outcomes and quality service delivery.
* Commitment to continuous improvement of the service as well as engagement in professional development programs for all staff.
* Ability to develop an organisational culture that is energetic, solution focused, nurturing and high achieving.
* Committed to OH&S legislation, diversity and equal opportunity.