**Chief Executive Officer – Sandybeach Centre Co-operative Society Ltd**

**About the organisation**

Sandybeach Centre is an independent, not-for-profit, community co-operative society, established in 1982. We provide life style, education and support services to people in the Bayside, Kingston and Glen Eira local government areas of Melbourne. The Centre is a strong community focused organisation, a Learn Local and registered Disability Service Provider and operates a registered occasional child care and early learning centre. We are also a hub for educational, social, recreational and cultural activities in the community, encouraging personal and professional development

**Our Mission Statement and Values**

Mission Statement: A community driven organisation providing programs and support services  
 that enhance the quality of life for our community.

Sandybeach Values:

Inclusiveness Everyone is welcome  
Awareness Of the needs of our community and our role in the community  
Respect For groups and individuals’ needs  
Inspire Lifelong learning and wellbeing  
Enrich People’s lives

**About the role**

The CEO will ensure Sandybeach continues to build a reputation as a competitive and respected provider of community based programs and services. This role requires a visionary approach that is innovative, strategic and underpinned by strong business judgement. It also demands an individual whose values are strongly aligned with those of Sandybeach with high level relationship capability and an excellent understanding of governance, risk management and finance. Change management, organisational transformation experience and a thorough understanding of the opportunities and challenges presented by reforms such as the NDIS is highly desirable.

This is a 38-hour a week, fixed term contract for 3 years subject to a probationary period of 6 months.

**How to apply**

Applicants are required to email a copy of their CV and responses to the Selection Criteria to [ceo@sandybeach.org.au](mailto:ceo@sandybeach.org.au) by 5pm, 1 October 2019. To find out more about this opportunity, please contact Sue Hart, CEO on (03) 9598 2155.

**Position Description - Chief Executive Officer**

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| Position Objectives | The Chief Executive Officer is the Board’s principal staff officer, exercising overall management responsibility for the Centre’s operations to ensure its profitability, continued viability and growth. The Chief Executive Officer acts as the primary link and facilitator between Board members and the organisation and is responsible for:   * Creating and promoting Sandybeach’s image and strategic direction * Providing strategic organisational directions and leadership to staff in setting and achieving the Board’s vision and objectives * A sound understanding of risk management and governance requirements and overseeing the financial management of the Centre * Management of client services across the key business areas of adult community education, disability services, childhood and early learning centre, home and community care (Aged Care) * An appreciation of the general needs of the local and neighbouring communities * Communicating, consulting and promoting the Centre’s services with the community * Ensuring high levels of staff satisfaction * Building a culture based on integrity, respect, trust and loyalty | | |
| Attributes | * **Creative and innovative:** generates ideas and options, encourages input from others and is open to change. * **Collaborative:** works well with others to achieve common goals and engenders a spirit of trust and teamwork. * **Flexibility**: adapts to changing circumstances in the work place, prioritises work and takes advantage of new and emerging opportunities. * **Person Centred**: Prioritises the needs of participants. * **Outcomes Driven**: Focus on meeting the financial and operational targets of the business. * **Supportive**: Empowers and motivates others to attain goals and achieve targets. | | |
| Organisational Relationships | | | |
| Reports to: | The Board of Directors | Immediate Reports: | Accountant, Board & CEO Support, Contracts & Program Manager, Community & Business Development Manager, IT Systems & Support, Facilities Co-ordinator, Childcare & Early Learning Centre Co-ordinator, Administration & Volunteer Co-ordinator |
| Internal Liaison: | Board of Directors, Leadership Team, Office Staff, Tutors and Support Workers | External Liaison: | Participants, Sandybeach Cooperative Members, Local, State and Federal Governments, Parliamentarians, Partner Organisations, Funding Bodies, Community Groups, Peak Bodies, Referrers |
| Key Responsibilities | * Translating the Board’s vision and objectives into strategic and operational plans which ensures the financial viability and sustainability of Sandybeach. * Providing innovative and creative leadership, direction and total commitment to Sandybeach in the provision of a range of inclusive and diverse community services and programs which demonstrate best practice service delivery standards. * Responsible for all staff and resources required to deliver the Board’s strategic objectives. * Provide the Board with accurate and timely information as to the progress of programs and services and completion of projects. | | |
| Accountability and extent of authority | * Accountable for the operational and financial performance of the Centre. * Preparation and monitoring of budget performance. * Implementation of human resource policies and procedures relating to staff. * Accountable for the development of Risk Management and Governance policies and strategies to ensure the efficient operation and performance of the Centre. * Represent the Centre as required in meetings, public forums, local committees, focus groups, professional bodies and Governments. * Manage and mentor staff. * Manage service provision and enhancement in relation to advice and guidance in reviewing service delivery models and processes across the organisation. | | |
| Judgement and decision making | * Working with a high level of independence, political acumen and discretion. * Makes informed, considered and timely decisions. * Judgement and decision making must conform to endorsed policies and delegations, legislative requirements and the Boards expectations. | | |
| Specialist skills and knowledge | * Knowledge and appreciation of legislation and regulations relating to the programs and services run by the centre. * Understanding of State and Federal Government policies which impact the operations of programs and services run by the centre. * Knowledge of good governance and risk management principles as well as sound financial management principles. * Knowledge and understanding of social planning and strategy, corporate policy and community development principles. * Understanding of the needs of diverse communities. | | |
| Management skills | * High ability to effectively plan, organise and manage time to achieve targets within a set timetable and the ability to re-organise to meet urgent priorities. * Ability to measure organisational objectives and performance. * Ability to provide constructive leadership, coaching and mentoring to staff. * Ability to set goals and objectives for staff and contractors. | | |
| Interpersonal skills | * Ability to prepare, present, advocate and negotiate with the Board, internal and external customers and stakeholders. * Highly developed verbal and written skills to be applied to a wide range of circumstances. * Ability to strengthen working relationships and capacity to resolve and negotiate conflicts with staff, Government and external stakeholders. | | |
| Qualifications and experience | * Degree qualification relevant to the role, such as social sciences, human resources, management, business administration and employee management experience in community service delivery environment or similar service. * Extensive experience in providing constructive leadership and people management along with capacity to lead change and adapt to changing community and Government directions. | | |
| Key Selection Criteria | 1. Degree qualification as above or strong relevant demonstrated experience and achievements in key areas. 2. Strong and proven risk management, governance, financial and performance reporting skills including Board presentation as required and directed. 3. Proven experience in development of policy options and strategy plans to ensure the efficient operation and performance of the organisation. 4. Strong knowledge of the community sector and relevant statutory regulations for adult community education, disability services, childhood early learning and care and home and community care (Aged Care) 5. Comprehensive management experience including a sound understanding of community and social planning and strategy, community development, lifelong learning, corporate policy and planning including sound funding and advocacy skills. 6. Positive constructive leadership, coaching, mentoring and management skills to coach and guide the development of employees. 7. Knowledge of current Human Resource legislation and the ability to embed practice. | | |
| Mandatory | * A clear Working with Children Check and Police Check * Satisfactory check of the Disability Worker Exclusion Scheme (DWES) exclusion list[[1]](#footnote-1)and * Tertiary qualified with the appropriate experience as outlined above. | | |
| Desirable | * Current Drivers Licence | | |

1. Your engagement with Sandybeach is subject to the operation of the Disability Worker Exclusion Scheme (DWES). As amended from time to time and maintained by the Department of Health and Human Services this scheme include the DWES exclusion List. This means that you consent to Sandybeach and the department collecting your personal and sensitive information, including your criminal, employment history and work engagement history. Under the DWES an excluded person list is maintained and employers are required to check the list prior to appointing new staff/volunteers (please see attachments 1&2). Offers of employment will not be made without completion of the Consent and Acknowledgement Form & Statuary Declaration Form. [↑](#footnote-ref-1)