

POSITION TITLE:	Executive Manager - Realise Enterprises
POSITION NUMBER:	CO007
POSITION LOCATION:	Warrnambool
CLASSIFICATION:	SCHADS Level 8 (Executive Manager)
TEAM /DIVISION:	Executive Leadership Team – CEO Office
EMPLOYMENT CHECKS:	Working with Children Check & NDIS Worker Screening Check

OUR ORGANISATION

Brophy Family and Youth Services is a quality accredited Child Safe, not for profit organisation, with a community based Board of Directors. Our service provides a wide range of family, youth and children services across South West Victoria. We are a multi – site organisation, and employees may be required to work at any of our sites. These sites are based in Warrnambool, Portland, Hamilton and Colac.

Brophy Family and Youth Services actively values and promotes diversity in our community and affirms our commitment to always be inclusive and respectful to all, regardless of gender, age, race, sex, sexual orientation, religion, level of ability, cultural or language background.

We welcome people who are LGBTIQ+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities), and are accredited under the Rainbow Tick Standards for LGBTI inclusive practice.

Our values are: Social justice, Professionalism, Empowerment, Responsiveness and Partnership.

DIVISION AND PROGRAM OVERVIEW

The CEO Office Division is represented by the members of the Executive Leadership Team who lead the Agency in promoting integration and seamless service delivery. Members include the CEO, the Executive Managers of all Divisions, and executive support as required.

The Executive Leadership Team is responsible for providing operational management, leadership and strategic development of their relevant Division.

Realise Enterprises, a Division of Brophy Family & Youth Services, seeks to support adults who have a disability to lead meaningful lives. The Division recognises & builds on people's individual strengths & potential for growth. It aims to provide a pathway to independence & participation and achieves this by:

- Operating an innovative range of services that unleashes the remarkable potential in people who have a disability;
- Providing the stepping stones to success by ensuring individual strengths will be realised to enable everyone to be the best they can be;

- Providing a supportive social and educational environment where our service participants can receive tailored personal development skills; and
- Motivating people to flourish and become contributing citizens who participate in community life.

Realise Enterprises stands for:

- Opportunity (realising potential);
- Encouragement;
- Empowerment;
- Innovation;
- Respect (we recognise individuality and bring out the best in all); and
- Inclusion.

Tasty Plate is a successful social enterprise catering business that is part of the Realise Enterprises activity base. It delivers a fresh, vibrant and healthy approach to food and service in an environmentally sustainable way. Through the business, adults (18+) with disability are offered a placement in either structured workplace learning or may have a supported employment position. The business is founded on the principles of social justice & social inclusion and operates within the philosophy of the social model of disability.

PRIMARY PURPOSE OF ROLE

The Executive Manager – Realise Enterprises Division is responsible for providing leadership, management, and operation of the Division.

The Executive Manager – Realise Enterprises has a critical role in two clearly defined aspects. The Executive Manager is responsible for:

1. Leading the strategic development, the cultural behaviour and the operational management of the Division and to ensure all aspects of the Division exceed the NDIS Standards.
2. Actively championing with the Executive Leadership Team to advance the mission, values, and vision of the organisation both externally and internally.

ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

The Executive Manager will be required to liaise closely with the senior leadership group of Brophy Family and Youth Services to promote integration and seamless service delivery.

The Executive Manager will be required to maintain effective working relationships with existing and potential partnership organisations.

The Executive Manager has overall responsibility for the Realise Enterprises Division and has direct line management and supervisory responsibility for program teams within the Division namely:

- Realise Enterprise Services Team
- Tasty Plate Catering Social Enterprise
- Other teams as may be configured over time

REPORTS TO

The position reports to and is supervised by the Chief Executive Officer.

KEY RESPONSIBILITIES

Governance

- Participate in advisory/governance bodies as required.
- Maintain and review Memoranda of Understanding as required.
- Develop, negotiate and monitor Service Level Agreements as required.
- Work effectively as a member of the Executive Leadership Team to ensure organisational viability is maintained.
- Convene various committees and sub-committees associated with the Division including the provision of executive support as required.

Strategic

- Lead the Divisional strategic planning process to develop programs to address the needs of its programs and services in South West Victoria
- Seek funding and partnerships to maximise the capacity of the Division to provide responsive services to the target cohorts.
- Involvement in designing and implementing Brophy Family and Youth Services Strategic Plan and related operational plans.

Program Management

- Manage the contracts and funding agreements of the Division with program partners, including:
 - Development of annual work plans
 - Development of the annual budget
 - Periodic reporting to program partners, the Brophy Board of Management and other bodies as may be required, against targets, work plan progress and budget actuals
 - Liaison regarding contract and funding matters as required
- Develop and monitor an annual risk management plan including regular review of controls.
- Provide regular reports to the Board of Management, CEO and Senior Management Team on the Division and program activities, including progress towards meeting targets, demand management strategies, operational and clinical governance matters.

Safety and Quality Governance

- Provide formal supervision and direction to:
 - All relevant team managers.
 - Other managers outside the Division as may be required over time
- Monitor employee performance and development and address any performance issues as required and according to the documented policies and procedures.
- Assist the Division's leadership team in the provision of support to their respective teams to ensure a timely, tailored and responsive service from referral through to exit planning
- Support the Division's leadership team to monitor and periodically review program strategies and plans to achieve program targets and outcomes.
- Assist the Division's leadership team to ensure all program practice is consistent with current evidence based practice, compliant with direction from partnership and funding

organisations, and in line with person-centred practice encapsulated in the Brophy Family and Youth Services Case Practice Manual.

- In partnership with program partners, funding bodies and the Brophy Senior Management Team, further develop the service provision model to provide maximum service delivery across the south west region.

Operational

- Ensure the effective management of the Division's program services in south west Victoria through all relevant compliance, reporting, evaluation and other organisational systems.
- Ensure the provision of a safe and healthy workplace and assist employees to meet their legislative and agency requirements regarding WH&S.
- Ensure that the Division's employees understand and comply with Brophy Family and Youth Services policy and procedures.
- Undertake operational management tasks at the direction of the CEO, Brophy Family and Youth Services.

Quality Assurance & Continuous Quality Improvement

- Lead the development and implementation of evaluation of the Division's programs and activities, including data collection and analysis, reporting and continuous quality improvement activities.
- Ensure the delivery of services complies with the Brophy Family and Youth Services Case Practice Manual and any other requirements detailed in funding and service agreements.
- Seek and review consumer feedback regarding the effectiveness of the programs services as part of BFYS Safety and Quality Governance Framework.
- Participate in program evaluation activities that promote advantaged thinking and contribute to improved outcomes for clients.
- Participate in and contribute to BFYS quality improvement processes and other activities to meet service and accreditation standards.

Learning & Development

- Participate in appropriate education and training activities to develop and maintain necessary knowledge and skills required to fulfil the responsibilities of the position.
- Provide direction on the relevant learning and development systems across all Divisional programs.
- Provide occasional training to the youth, health, disability and community sector in areas within the scope of professional expertise.

GENERAL RESPONSIBILITIES

- Adhere to Brophy's Employee Code of Conduct, and internal policies and procedures.
- Actively participate in all required supervision, annual performance management process, professional development and training activities.
- Participate in and contribute to Brophy Family and Youth Services quality improvement process and other activities to meet service and accreditation standards.
- Participate and contribute to the culture of a learning organisation environment.
- Maintain a healthy and safe work environment including supporting the monitoring and management of risk and WHS systems.
- Participation in the development of consumer's participation activities within your program and Brophy.
- Demonstrate and commit to Brophy's organisational values and model these on a daily basis.

This position description describes in general terms the requirements for this position to operate on a normal day to day basis. However, these duties may be amended or varied from time to time, within the normal capacity of the role without changing the level of responsibility.

KEY SELECTION CRITERIA

Qualifications:

- Tertiary qualifications in Social Work, Community Development, Education, Business/Management or similar are mandatory.
- Current Drivers Licence.

Experience, Skills and Abilities

The successful candidate will have the best combination of the following characteristics:

- Minimum of five years' experience in coordinating the delivery of services in a disability or community services related organisation or industry.
- Experience in complex program management including strategic planning, goal implementation, monitoring and evaluation.
- Experience providing leadership and supervision to employees from a range of professional backgrounds.
- Demonstrated ability to develop funding packages and manage budgeting requirements.
- Highly developed communication and interpersonal skills and ability to establish partnerships with a range of service providers and organisations.
- Ability to use Microsoft office suite of products, along with experience in electronic databases and case file noting.

AUTHORISED BY

NAME: Francis Broekman
POSITION: Chief Executive Officer
DATE: May 2021

ACCEPTED BY INCUMBENT

NAME: _____
SIGNED: _____
DATE: ____/____/____