

Western Australian Council of Social Service Inc

Position Description

Position Title	Deputy CEO
Classification Level	\$126,015pa plus superannuation and mobile phone allowance)
Hours	Full Time, 38 hours a week
Reporting line and roles under direct responsibility	CEO
Contract Period this is a 3 year fixed term contract	Position ends June 2024, subject to funding Or 12 month secondment

ORGANISATIONAL CONTEXT:

WACOSS drives social change with communities, through collective action and policy formulation, strengthening community services and influencing decision makers to ensure justice and equity.

As the peak body for the Western Australian community service sector, we believe that communities flourish where people are given the opportunity to contribute and create. We are committed to enabling and leading change that supports healthy, active and inclusive communities.

We need people to care about one another, and understand that poverty is a systemic issue that is not the fault of the individual. Fundamentally we need to foster mutual empathy and work with communities to build their capability and vitality. It is essential that WACOSS remains grounded in community and holds a membership base that aligns with our vision.

To create equitable and empowered communities there must be a strong Peak's voice that works with its members to advocate with and on behalf of those who are the furthest from levers of power and influence, to amplify their concerns and seek justice, to create a society that genuinely works for the benefit of all.

KEY PURPOSE:

The position oversees the organisation's social policy, special projects and business development work. The position also involves deputising for the CEO when necessary and providing inspiring leadership to whole of the WACOSS team.

Key Responsibilities

Social Policy and Advocacy	<ul style="list-style-type: none"> Oversee and develop the social policy and advocacy agenda for WACOSS Lead, manage and develop staff to deliver consistent, high quality and effective policy advocacy strategies, campaigns and communication products Develop and maintain effective relationships at a senior level with Ministers, MPs, ministerial advisers, government agencies, the sector and other stakeholders Support CEO with WACOSS media activity by providing strategic advice and relevant information
Strategic Support	<ul style="list-style-type: none"> Represent WACOSS at a very high level on a wide range of strategic issues Identify and respond to long term strategic issues that impact on the long term viability of the sector Identify strategic opportunities and challenges and adapt to those including the reprioritisation of resources Form and promote strategic alliances with other organisations, networks, and interest groups relevant to the work of WACOSS Liaise with community, business and government representatives and decision makers. Oversight of the Peaks forum and work collaboratively with other PEAK bodies Collaborate with Manager Corporate Services to deliver WACOSS events and support members Contribute to the delivery of the WACOSS Strategic Plan through development and implementation of the Social Policy team directorate plan
Business Development	<ul style="list-style-type: none"> Oversee and contribute to business development initiatives, including identifying and executing emerging opportunities Contribute to the development of whole of agency tenders, submissions and reports
Management	<ul style="list-style-type: none"> Deputise for the CEO as necessary Manage the social policy, special projects and business development team to deliver high quality and effective outputs Responsible for contract management across the Social Policy Team Provide strong and motivating leadership across the organisation Lead and strengthen cross departmental working within the organisation As a member of the Executive Management Team, assist with organisational planning and reporting to the Board Undertake the Performance Development Planning and Review process with all staff direct line reports Develop and/or monitor a WACOSS approved area budget Take all reasonable steps to ensure that the Social Policy team works within the approved budget and acquit funds as per any grant and funding agreements
WACOSS	<ul style="list-style-type: none"> Participate in team meetings, the development of strategic and operational plans and other internal processes as required Maintain and improve WACOSS internal communications channels Demonstrate commitment to WACOSS Vision and Values
OH&S	<ul style="list-style-type: none"> Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work
Other Duties	<ul style="list-style-type: none"> Other duties as required

Selection Criteria

An ability to meet all of the following selection criteria is essential

Experience

- Experience in working within a not for profit sector organisation, peak body, or other comparable organisation at senior management or director level
- Demonstrated experience in social policy and community sector development
- Substantial demonstrated success in identifying and initiating income generation opportunities to grow an organisation
- Demonstrated experience in working with a range of boards, committees and multiple stakeholders
- Demonstrated ability to manage and develop staff and ability to foster an environment of collaboration
- Demonstrated experience in working with a broad range of stakeholders including ministers, senior government and not-for-profit managers, WACOSS members, business leaders and the public

Skills

- Excellent interpersonal and relationship management skills, with a demonstrated ability to consult, influence and liaise with internal and external stakeholders from a variety of backgrounds and experiences
- Extensive policy development skills to formulate, communicate and implement social policy
- Considerable influencing and negotiation skills to advocate and lobby on behalf of the community services sector
- Exceptional strategic thinking, along with strategy development and implementation skills
- Substantial leadership and management skills, including people, financial management and human resource management
- Well-developed public relations, public speaking, government and media liaison skills.
- Well-developed knowledge of the community services sector and the challenges of managing organisations in the sector
- Substantial knowledge of current trends and issues in social policy and the community services sector
- Excellent written communication skills in preparation of reports, document preparation, research and presentations

Other

- An ability to support and operate within the WACOSS Vision and Values
- Current drivers licence
- Ability to travel within regional Western Australia
- Police Clearance
- Energetic with a positive 'can do' attitude