

Position Description

Position Details	
Role title:	Deputy CEO
Reports to:	CEO or delegate
Location:	Melbourne
Department:	CEO Office
Award:	Non-Award
Classification:	Non-Award
Hours of work:	Full time
Tenure:	Ongoing
Date:	June 2021
Position Purpose	
<p>The Deputy CEO provides high level support and advice to the Chief Executive Officer and will represent the AASW as required in the CEO's absence.</p> <p>The Deputy CEO supports and implements the objectives and policies of the Australian Association of Social Workers and reports directly to the CEO.</p> <p>The Deputy CEO will build collaborative and productive working relationships across the Association providing leadership and day-to-day support to operational staff. As a matter of priority this will include close working relationships with the CEO, Leadership Team, Program Staff and Officeholders.</p>	
About AASW	
<p>The Australian Association of Social Workers (AASW) is the peak body for social workers in Australia, with approximately 14,000 members. We set the benchmarks for professional education and practice in social work and have a strong voice on matters of social justice, human rights and issues that impact upon the quality of life of all Australians.</p> <p>The AASW operates from a national office (Melbourne) and a network of 9 branches delivering education, programs and services, advocacy, networking, and connection for the benefit of members and the social work profession.</p>	
Our Values	
<p>AASW employees are expected to operate in accordance with the aims and intent of our shared values.</p> <p>Respect</p> <ul style="list-style-type: none"> Trust; True openness; Compassion; Self-awareness and reflection <p>Collaboration</p> <ul style="list-style-type: none"> Support each other; Teamwork; Shared vision; Being united and collegiate; Enjoy your time at work and have fun <p>Integrity</p> <ul style="list-style-type: none"> Responsibility; Courage; Authenticity <p>Accountability</p> <ul style="list-style-type: none"> Be engaged and contribute; Deliver outcomes <p>Responsiveness</p> <ul style="list-style-type: none"> Self-awareness; Flexible; Agile; Curiosity 	

Position Performance Indicators
<p>Successes in this role will be measured against the following:</p> <p>Support to the CEO</p> <ul style="list-style-type: none"> Consistent, high quality, practical support given to the CEO. <p>Leadership Team</p> <ul style="list-style-type: none"> Meetings have high quality leadership from the Deputy CEO resulting in operational staff being well-informed, relationally connected to one another and focussed on operational outcomes. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> Use a variety of communications tools to expand and improve communications with staff, the Board, our Members and other stakeholders. <p>Project Delivery</p> <ul style="list-style-type: none"> Delivery of assigned projects according to milestones, cost and time.
Key Areas of Accountability
<p>Direct support to the CEO</p> <ul style="list-style-type: none"> Deputise for the CEO in their absence. Support the CEO in the day-to-day management of the AASW. Share the CEO workload where appropriate as required and directed by the CEO. Support the CEO at Board meetings as required. Facilitate regular report preparation to the CEO as required. Assist the CEO to lead high level stakeholder engagement. Provide appropriate and timely advice and information to the CEO as required.
<p>Support to leadership team and AASW Board</p> <ul style="list-style-type: none"> Provide leadership to the Executive Leadership Team meetings. Provide support and guidance to the Leadership Team and program staff, assisting them with decision making and activities as they arise from time to time. Support the culture of a cohesive team and positive work environment. Provide appropriate and timely advice and information to the AASW's Board as required. Support the work of the Board and other committees and attend as and when required. Facilitate regular reports to the Board as required. Support the work of the National Research Committee. Support the work of the Editorial Board.
<p>Policy and planning</p> <ul style="list-style-type: none"> Support the implementation of the AASW Strategic Plan, objectives and on-going growth of the Association. Lead and assist with the implementation of high-level organisational functions such as strategic planning, policy development and organisational change processes. Assist with the development and auditing of AASW policies and procedures. Negotiate memorandums of understanding with external stakeholders as required. In consultation with the CEO, ensure that the Association meets its legal and statutory obligations. In consultation with the CEO, set professional standards for the Association.
<p>Strategy</p> <ul style="list-style-type: none"> Provide assistance in the development and management of funding contracts. Secure new funding from available sources as required. Grow business opportunities of the Association through increasing external grants and funding opportunities. Support the Association's inclusivity and diversity strategy including: <ul style="list-style-type: none"> Implement a framework for measuring inclusivity and diversity across key indicators including triggers

<p>for action where issues are identified.</p> <ul style="list-style-type: none"> - Ensure people from the Aboriginal and Torres Strait Islander communities can engage with the association to generate desired outcomes more effectively. - Implement updated standards of excellence for customer service and develop an ongoing maintenance program.
Other
<ul style="list-style-type: none"> • Provide leadership to organisational Continuous Quality Improvement processing including documenting, implementing, communication, evaluating and participation in CQI processes. • This position includes the responsibilities of 'Officer' under relevant state WHS legislation.
Key Compliance Requirements
<p>All AASW employees are required to:</p> <ul style="list-style-type: none"> • Comply with all AASW policies, procedures and Code of Conduct. • Operate in accordance with relevant statutory and regulatory compliance obligations including Work Health & Safety, Privacy, Finance Management, Record Keeping and Equal Opportunity in employment and service delivery; and • Participate in relevant training and awareness programs relating to compliance obligations and areas of accountability. <p>A National Police Check and other checks may be required as part of the selection process or during your period of employment.</p>
WHS Inherent Job Requirements
<p>AASW will take all reasonable steps to accommodate the abilities and needs of all staff members and prospective staff members within the inherent job requirements of the role.</p> <p>The requirements may include:</p> <ul style="list-style-type: none"> • Attendance, representation and public speaking at AASW functions and AASW approved events • Sitting or standing at a desk for extended periods of time • Manual handling • Use of computer screen for extended periods of time • Managing peak work demands • Undertake after hours work • Ability to undertake interstate airline travel if required from time to time • Communicating around emotive subjects involved in the social work sphere, such as mental health, child protection, disability, sexual orientation and family violence
Core Competencies and Capabilities
<p>These competencies and capabilities are fundamental requirements.</p> <p><u>Personal Responsibility</u></p> <ul style="list-style-type: none"> • Complies with the AASW Code of Conduct at all times. • Anticipates and adapts willingly to changing demands and situations. • Takes personal responsibility for awareness and compliance with all procedures, standards, practices, and policies of the AASW in so much as they apply to the relevant position. • Willingness to acquire new skills and willingness to undertake further training. <p><u>Regulatory Compliance – Safety, Health, Environment, Ethics and Privacy</u></p> <ul style="list-style-type: none"> • Assists in the provision of a safe and healthy workplace by identifying and responding to hazards in an appropriate manner. • Ensures a strong awareness and compliance with Regulatory Standards to ensure ongoing privacy, safety, and security of stakeholders, and takes appropriate preventative measures to minimise the risk of adverse incidents. <p><u>Promote and Communicate</u></p> <ul style="list-style-type: none"> • Promotes initiatives in their work area to ensure effective performance and achievement of the objectives. • Promotes a team spirit and communicates effectively and professionally with fellow employees, management, members, suppliers, and service providers.

<u>Service Quality and Efficiency</u> <ul style="list-style-type: none"> Maintain service quality and efficiency and take part in quality assurance processes.
Key Selection Criteria
Essential Requirements
<p>Qualifications & Experience</p> <ul style="list-style-type: none"> Tertiary qualification in Social Work. 6+ years senior leadership experience. <p>Vision & Strategic Agility</p> <ul style="list-style-type: none"> Ability to create and communicate a compelling and inspiring sense of purpose, thriving on change and adapting to new environments or conditions quickly. Demonstrated experience in an executive leadership role within a dynamic environment, achieving strategic plans through development and implementation of innovative solutions. <p>Business Acumen</p> <ul style="list-style-type: none"> Will be knowledgeable and have sound understanding of industry trends, practises and policies affecting corporate governance of the organisation as well as the Association's legislation, regulations and protocols including WHS, EEO and privacy. Experience at delivering sound financial management and operational excellence as well as working as a key advisor to Board. Experience in developing and implementing corporate strategy and business planning processes and managing budgets. <p>Builds & Develops Effective Teams</p> <ul style="list-style-type: none"> Ability to effectively lead and manage a senior team and integrate new people into the business. Ability to empower senior team whilst providing appropriate level of supervision. Can create a collaborative environment amongst team and volunteer groups. <p>Member/ Stakeholder Focus</p> <ul style="list-style-type: none"> Will have an understanding of member/stakeholder needs, interests and concerns. Demonstrate a proven member centric approach that delivers value propositions Ability to build valued partnerships with education, industry and government groups through engagement and advocacy. <p>Communicator & Motivator</p> <ul style="list-style-type: none"> Ability to relate to all types of people, building constructive and long-term relationships. Be persuasive and able to energise, inspire and influence others. Ability to operate as lead representative/ principle advocate on behalf of the organisation. Significant experience in the use of social media / multimedia platforms / tools as part of a strategic focussed media agenda. Extensive experience in crafting succinct and lucid reports / formal submissions <p>General</p> <ul style="list-style-type: none"> Advanced skills in Microsoft Word, MS TEAMS, Google Analytics, Salesforce. Willingness to travel overnight intra-state and interstate travel. Current motor vehicle driver's licence. Willingness to attend out of hours meetings.
Desirable Requirements
<ul style="list-style-type: none"> MBA or advanced degree in Business or related field Excellent network of influential contacts at local and national level Proven experience in project management including briefing, reporting, interpersonal skills & time management Extensive list of industry contacts Experience of reporting to and advising volunteer Boards/Steering Committees/Expert Panels

Approval		
Cindy Smith CEO		
	Signature:	Date:

Acknowledgment

- I understand I may be required to undertake alternate tasks and duties as may be required from time to time which are not listed in this statement, as directed by my manager.
- I will provide assistance to other employees as may be reasonably required.
- This position title, reporting line and duties may change in the future in accordance with changes to the organisation structure.
- I acknowledge and have read and understood this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability.

Employee Acceptance		
Print name:	Signature:	Date: