

SACS Consulting

Competency Based Recruitment

Assignment Specification

Chief Executive Officer

for

Cystic Fibrosis Community Care

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organisation background



Founded in 1974, Cystic Fibrosis Victoria (CFV) changed its name to Cystic Fibrosis Community Care (CFCC) Ltd in 2017 after which it merged with CFNSW. CFCC is the peak not-for-profit (NFP) community organisation working across Victoria and NSW with and for people with Cystic Fibrosis (CF), their families and carers.

The mission of CFCC is to increase the well-being and quality of life of people living with CF and promote broader awareness of CF and how it affects the community. It does this through the provision of advocacy, support and information services, public awareness programs and fundraising.

CFCC's Values

- **Respect and Inclusiveness** – We demonstrate compassion and show respect and regard for the rights and views of people with CF and our other stakeholders. We embrace and value diversity of culture, background, technical skill and life experience.
- **Integrity** – We will be trustworthy, transparent, socially responsible and accountable in all we do.
- **Pursuing Excellence** – We will actively pursue excellence. We set very high standards and consistently strive to innovate and improve our work.
- **Valuing Staff and Volunteers** – We strive to create a workplace that attracts highly skilled and caring staff and volunteers and will nurture their commitment, wellbeing, and professional and personal development.
- **Working in Partnership** – We recognise that we will be more able to meet the needs of those with CF, their families and carers if we participate in strong and robust partnerships with a range of stakeholders, including the clinical professionals and researchers who work and care for those with CF, government, and corporate and private benefactors.

position specification

position

CHIEF EXECUTIVE OFFICER

overview

Introductory video [here](#)

reporting relationships

Reports to:

- ◆ Board of Management through the Chair

Direct Reports:

- ◆ Head of Marketing and Fundraising
- ◆ State Manager NSW
- ◆ PASS Manager VIC
- ◆ Administration Coordinator
- ◆ Database Coordinator
- ◆ Media and Communications Manager
- ◆ Bookkeeper

Key Internal Relationships:

- ◆ All CFCC staff and volunteers
- ◆ The Board

Key External Relationships:

- ◆ Government
- ◆ Trusts and Foundations (Executive Level)
- ◆ Corporate Partners (Executive Level)
- ◆ Patrons e.g. Governor of Victoria, Major Donors and Benefactors
- ◆ Organisations with whom CFCC is aligned

term

Full time, ongoing

location

Carnegie VIC

position purpose

The Chief Executive Officer's primary purpose is to:

- ◆ Work with the Board to develop the strategic direction of CFCC and to deliver on that strategy
- ◆ Develop and maintain CFCC in a manner consistent with CFCC's mission and vision
- ◆ Provide leadership to staff and volunteers across the gamut of its activities including the delivery of services and development of new programs
- ◆ Develop and maintain CFCC's profile and funding.

key responsibilities

Board support

Company Secretary

- ◆ Administration of the Board by scheduling meetings including the AGM, preparing agenda papers and actioning agreed items
- ◆ Work with the Chair to enable the Board to fulfil its governance functions
- ◆ Work with the Treasurer to enable the development of timely financial reporting to the Board.
- ◆ Report appropriately to Board in a timely manner, maintain open communication and manage the Board's due diligence process
- ◆ Ensure that the Board is well and fully informed and provided material for consideration and advice, in a timely manner, on all aspects of the functioning of CFCC to enable effective decision making, including (but not limited to):
 - Proactively advising the Board of risks to the organisation
 - Reports that enables the Board to assess implementation of the Strategic Plan
 - Information on trends, issues, problems and activities to facilitate appropriate policy making
 - make recommendations to the Board on significant strategic initiatives

Human resource management

- ◆ Foster an environment promoting teamwork, high morale and cooperation
- ◆ Recruit, employ and release personnel, both paid staff and volunteers, as necessary to provide CFCC with capable, competent and motivated workforce to meet the strategic direction and core business needs of the organisation
- ◆ Lead, develop and motivate the management team, including planning for succession, to provide strong and inspiring leadership for the staff and direction of the organisation
- ◆ Manage performance and development of staff through regular review (both formal and informal)

Active member of the CFCC team

- ◆ Provide expert advice and guidance to CFCC staff
- ◆ Behave in accordance with CFCC values, policies, guidelines and procedures and all legislation applicable to the role (including, but not limited to privacy, confidentiality, OHS, discrimination, bullying and harassment etc)
- ◆ Actively develop and promote the desired culture of CFCC by ensuring all interactions, documentation and communications are conducted in a manner that supports the organisation's vision, mission and values

- ◆ Take reasonable care of your own health and safety and the health and safety of others, identify hazards and risks and take corrective action as required

Development and delivery of the Strategic Plan

- ◆ Continually develop, manage and evaluate the delivery of quality services to meet the changing needs of the CF community in Victoria and NSW, focusing on equity of access to services, adults living with CF and those living in rural areas
- ◆ Develop and implement programs of consultation and communication to increase awareness of key aspects of CF and the work of CFCC amongst the CF community and the community in general
- ◆ Plan and deliver a program of lobbying and advocacy, and respond effectively to issues as they arise, to enhance government recognition of the needs of the CF community and enlist its support in the development of policies and services
- ◆ Identify, plan, manage and evaluate the delivery of a range of fundraising strategies and activities which enable the organisation to meet its current operating requirements and underpin strategies to continually improve and expand services and programs
- ◆ Maintain and grow organisational function and profile
- ◆ Act as spokesperson and advocate for CFCC and CF in the public domain

Compliance and governance

- ◆ Develop, implement and manage a governance and risk management framework which ensures that the organisation meets its corporate responsibilities, complies with all legislative requirements, operates ethically, responsibly, and is prepared to meet operating challenges
- ◆ Approve and execute legal documents (after consultation) where required
- ◆ Provide appropriate reports to the Board and funding/government bodies as required
- ◆ Participate in the organisation's policy development
- ◆ Ensure a safe and inclusive environment that meets WH&S, EEO and other relevant legislation and policies

Financial management

- ◆ Develop and maintain sound financial and business management practices to ensure effective controls and systems are in place and to provide adequate funds for CFCC to carry out its work
- ◆ Develop the budget, in consultation with staff and the Board, and manage income and expenditure to ensure the organisation operates within budget

- ◆ Maintain an adequate level of funding through government or alternate sources
- ◆ Maintain accountability with funding bodies as required
- ◆ Develop and secure alternative funding/revenue sources

Stakeholder management

- ◆ Develop and consolidate relationships with new and existing major donors and benefactors
- ◆ Maintain relationships with individuals and organisations who share a common vision (eg VCGS, Mackenzies Mission, GSNV, State Based CF organisations)

real world outcomes

This document sets out the Real World Outcomes and the resultant core competencies that relate to the position.

Following on from this are the behavioural interview questions that will be part of the interviewing process undertaken during the recruitment process.

RWO	measurement
Organisational Focus	The Chief Executive Officer has developed, managed and evaluated the delivery of services in line with the organisation's strategic plan and the community's needs. Measurement is the satisfaction of the Board and feedback from stakeholders.
People Leadership	The Chief Executive Officer has provided effective leadership, people management and support to CFCC staff to the satisfaction of the Board. Feedback indicates a positive and unified working environment with high levels of clarity, cohesion and commitment.
Stakeholder Engagement	The Chief Executive Officer has developed strong and effective relationships with a wide variety of internal and external stakeholders, including the broader community. Stakeholders report they have been positively engaged and consulted.
Enhanced Profile	The Chief Executive Officer has effectively built relationships with key funders to build the profile and services of the organisation in the sector and the wider community. To the satisfaction of the Board, the profile of the organisation has continued to increase and the organisation's reputation is strong.
Commercial Sustainability	The Chief Executive Officer has worked with the Board to ensure the commercial sustainability of the organisation, whilst remaining committed to the vision, values and purpose of CFCC.
Continuous Improvement	Continuous improvement initiatives have been defined and maintained by the Chief Executive Officer to the satisfaction of the Board. This includes consolidation of CFCC's merger to ensure it is a fully integrated organisation and identifying opportunities for further growth.

core competencies

skills

Competencies Required:

1. Stakeholder management and partnership development skills at all levels
2. Demonstrated people leadership skills including empowering and motivating staff
3. Strong influencing, negotiation and advocacy skills
4. Lateral thinker with the ability to plan and implement strategy
5. Financial management and commercial acumen
6. Operations and business management skills
7. Highly developed written and oral communication skills
8. Strong governance and risk management skills

knowledge / experience

Competencies Required:

1. Demonstrated leadership experience within the not-for-profit sector
2. Experience in the management and recruitment of staff and volunteers from a range of backgrounds
3. Experience in dealing with stakeholders from a range of backgrounds
4. Experience in fundraising and sound knowledge of funding channels/pathways
5. Demonstrated experience in working effectively with a Board
6. Understanding of best practice in not-for-profit management including governance and compliance

qualifications

Essential:

1. Tertiary qualification in business, public health, management, health promotion, community development or related area

Desirable:

1. Qualification in financial management

values / attitudes

Competencies Required:

1. Honest, ethical and professional
2. A personable individual staff enjoying working with
3. Commitment to the not-for-profit sector and improving the lives of others
4. Hands-on approach with the ability to switch between strategy and operations
5. Person centred
6. Self-sufficient
7. Commitment to, and ability to, foster community and stakeholder engagement
8. Continuous improvement mindset
9. Comfortable acting as the public face and spokesperson of the organisation
10. Collaborative
11. Resilient, adaptable and creative

application process

Our typical application process is detailed below. Please don't be alarmed if this process alters slightly as from time to time there are unforeseen delays and some of our clients request alterations to the below process.

Your application to SACS will initially involve you applying online and submitting your current resume SACS for our review in relation to a particular position.

Upon review of resumes, candidates whose resume appears to match our client's brief will be emailed a series of behavioural questions (5-8). These candidates will then be requested to email a response of 1-2 paragraphs per question back to SACS. This forms a more formal application to the role and in most cases these answers will be presented to our client in a formal candidate report.

Upon review of responses, you may then be progressed to an online Zoom video interview with 1-2 SACS Consultants. In general your Consultant will be back to you within 10 working days of the interview to advise you if you will be progressing to the panel interview process with our client.

Our client then meets you usually in a panel format (this will likely be via online video conference), one of your SACS Consultants may also be on the interview panel.

You will be given a timeframe at the panel interview and we will ensure you are advised of the outcome of your application within the agreed timeframe.

If you are taken forward from the panel interviews you will then be requested to complete psychological testing which we typically ask you to complete online, through the SACS Psychometric Assessment Portal. If you are successful in making it to the final stage of the process, we will request that you provide us with two work related referees.

If you need assistance or adjustments to participate in the application or interview process, please contact Sabrina Smrdel on 1300 130 965 or sabrinas@sacsconsult.com.au

If you have any questions about your application at any stage please don't hesitate to call us on 1300 130 965.

To apply for this exciting position with Cystic Fibrosis Community Care please visit our website <https://sacsconsult.com.au/job-seeker/> and apply via the role.