EXECUTIVE OFFICER POSITION DESCRIPTION

POSITION DETAILS

Title	Executive Officer
Employment Type	Full time, 3 year contract with option to renew, with a six month probationary period.
Remuneration	The salary package will be $132,500 per annum (including 10% superannuation and vehicle Inc. Running costs), paid on a fortnightly basis into the Employee's bank account Not for Profit Salary Packaging is available.
Responsible to	Sunraysia Mallee Ethnic Communities Council Inc. Chair and Board
Direct Reports	Program Manager, Finance Officer
Key Relationships	Internal: Board, staff, volunteers, program participants External: Program Partners, Community, Government Agencies, Sponsors, Statutory Authorities, Stakeholders, Service Providers, Contractors, Local Politicians, Insurers, Media
Location	The position is located in Mildura.

ORGANISATIONAL CONTEXT

Sunraysia Mallee Ethnic Communities Council Inc. (SMECC) is a leading not-for-profit community-based organisation supporting new migrants, refugees and seasonal workers to settle into Mildura and the surrounding area, for over 40 years. It is a member-based organization and the peak body for refugee and migrant groups in the Mallee region. By focusing on people's strengths, we are able to develop stronger communities, support other service providers and influence decision makers at local, state and national levels.

The organisation is currently employing 27 people and receiving assistance from approximately 40 volunteers from within the community. Services are currently being offered at Mildura and Swan Hill.

SMECC was initially known as the Sunraysia Advisory Group and was formed in 1979 after a heavy downpour ruined many of the grape vines in the area. Migrants from Croatia, Greece, Italy and Turkey did not know who to turn to for assistance; so through contact with the Mayor and other Councillors the different ethnic groups agreed that one large cohesive group needed to be established to help resolve the common issues that they faced. The migrant groups recognised language as the major barrier between themselves and seeking the help needed.

The Board of Management consists of a diverse collection of leaders from Sunraysia's private, community and public sectors, including representation from SMECC's many incorporated cultural community groups.

Organisational Culture and Values

- Enterprising and innovative
- Respectful and open minded
- Promoting equity
- SMECC is underpinned by a strong foundation and focus on social justice, human rights, inclusiveness, diversity, and sustainability
- The organization strives to work with integrity, contribute with a collaborative and respectful approach, drawing on the cross section of local community, business and government to develop targeted and sustainable solutions for a multicultural community.

POSITION PURPOSE

Working with the Chairperson and Board, the Executive Officer enables the Board to fulfil its governance function and is responsible for providing executive leadership, operational management and direction towards the achievement of SMECC s vision and strategic directions, in accordance with governance procedures and organisational policies and procedures.
The Executive Officer is responsible to the Board for the overall management of SMECC.

KEY ACCOUTABILITIES

Governance – Work with the Board to fulfil its governance functions and meet organisational compliance responsibilities in accordance with best practice and organisational policies and procedures.

Strategic Business Delivery – Lead and deliver effective implementation of SMECC's strategic plan using appropriate planning, measurement and review mechanisms.

Resource and Program Management – Accountable for the financial and physical resources, ensure overall effectiveness of services, programs and resources to ensure sustainable performance and a high level of service delivery.

Leadership, Employee and Volunteer Management - Build, develop and lead the management team staff and volunteers to ensure a focused and productive organisation.

Community Development, Partnerships, Stakeholder Relationships – Develop and support productive relationships with the community, business, all levels of government and key stakeholders to strengthen the capability of SMECC.

Finance and Sustainable Development – Oversee fiscal activities of the organisation including budgeting, reporting and audit functions. Work in productive partnership with SMECC Board to fundraise, achieve sustainable development and growth in the community, whilst maintaining a focus on the social, environmental and community needs.

POSITION RESPONSIBILITIES

1. Governance

- Ensure Board meetings, papers and strategic governance are well managed
- Support Board decision making and good governance by ensuring the Board is appropriately briefed on relevant legislative and statutory requirements, and provide timely communication regarding organisational activities, risks and opportunities
- Develop and maintain professional, respectful, and inclusive relationships with all members of the Board and other key stakeholders
- Ensure SMECC meets its obligations with respect to relevant law, contracts, insurance, corporate frameworks and policies

2. Strategic Business Delivery

- Initiate, lead and co-ordinate the development of a strategic planning framework in conjunction with the Board

- Actively seek opportunities for grants funding and sources of revenue such as social enterprise and business development, provide associated analysis including project costing
- Consolidate and complete internal policies and procedures
- Monitor and review level of achievement against strategic objectives and report regularly to the Board
- Monitor, report and advise on issues that arise and have significant implications on the operations and sustainability of SMECC such as strategic plan progress and the effectiveness of service delivery
- Provide media responses for operational matters and at Board direction provide media responses as required
- Identify internal and external key policy areas, reports, research and legislative policy issues of relevance to the organisation and facilitate the development and/or response to these matters in conjunction with the Board

3. Financial and Resource Management

- Prepare and submit an annual budget and corporate business plan to the Board
- Develop, review and monitor budgets to ensure sustainable, optimum service delivery and performance, including financial targets and priorities
- Maintain a reporting mechanism to ensure the Board is fully informed of the organisation's financial position, significant variations to budget and subsequent action taken
- Review and maintain the physical and technological resources and computerized finance system
- Ensure compliance with statutory, regulatory, and corporate reporting requirements
- Ensure management of investments is responsible, legal and ethical
- Develop accurate asset maintenance and upgrade projections linked to affordable community service levels, long-term financial plans and the current budget
- Manage funding contracts and relationships with funders and partners
- Consult relevant funding bodies regarding financial and evaluative monitoring requirements of new projects and existing programs
- Ensure funding arrangements are broadly based to optimise sustainability of the organisation

4. Leadership and Management

- Lead and effectively manage the day to day operations of the organisation in accordance with the instrument of delegation
- Provide direction, advice and hands-on support to staff and volunteers.
- Develop and manage quality systems and standards, research and evaluation activities to support enhanced program delivery.
- Maintain and develop an organisational culture of excellence that attracts, rewards and retains high calibre staff
- Regularly review the organisational structure, processes and capabilities to maximise service delivery and performance.
- Be responsible for the recruitment, selection and employment of all staff
- Effectively manage staff performance, ensuring the completion of probation and annual performance reviews,
- Ensure for the provision of relevant professional development and training
- Ensure ongoing compliance and development of OH&S policies and procedures
- Undertake ongoing professional development relevant to the EO PD

- Ensure an effective and adequately resourced OH&S management system is in place which is supported by current policies and procedures authorised by the Executive Management
- Work in a manner which does not wilfully or negligently place at risk the health or safety of any person including self
- Report to the Board any potential situation which may constitute a hazard to the health and safety of employees, clients or visitors
- Oversee SMECC's OH&S and Risk Management committees, workgroups, processes and procedures
- Ensure a continuous improvement focus and foster innovation, learning and professional growth within the organisation
- Ensure staff are aware of and adhere to the organisation's mission, values, policies and procedures
- Mediate and negotiate with staff in areas of conflict and disputes in collaboration with the employer
- Ensure that all staff and volunteers are provided an appropriate orientation/induction and support to perform their role
- Ensure on call support for staff including operational difficulties and reporting of significant events

5. Relationships

- Engender commitment to the organisation's vision, objectives, policy direction, research, service development and community programs, staff, CALD communities, relevant government bodies and stakeholders
- Promote a better understanding of the needs of the CALD community amongst service providers, professionals, government departments and in the general community
- Advocate on behalf of CALD groups where appropriate in conjunction with relevant staff; support and resource newly emerging ethnic groups and organisations in the development of self-help structures and support networks
- Act as a consultant to mainstream service providers regarding the implementation of access and equity principles
- Develop mechanisms to promote the organisation's services including media releases, public speaking engagements as required, the planning and delivery of annual events
- Undertake an active and visible leadership role in community activities to enhance the relationships with SMECC
- Undertake regular consultation, engage, and encourage input and feedback from all community groups
- Establish and develop relationships with Local, Commonwealth and State Governments to deliver strategic benefits for SMECC and the community
- Establish and develop productive relationships with funding providers, regional bodies, key industries and other community organisations to achieve positive outcomes for SMECC and the community
- Participate in sector specific and professional network organisations to foster positive collaborative relationships and synergies in service delivery

6. Sustainable Development

- Promote SMECC and its broad range of assets to assist in the development and generation of new business opportunities
- Actively seek new business, government grants and philanthropic funding opportunities
- Engage and work productively with current businesses in the community to assist in SMECC's ongoing sustainability
- Identify and emphasize environmental and social sustainability in strategic and operational decision making

- Communicate and ensure a whole-of-organisation focus on economic and social development in strategic planning and activities

COMPETENCY PROFILE

Personal Attributes

- Entrepreneurial with a positive attitude, the ability to identify opportunities and drive them to business outcomes
- High energy and drive with a marketing orientation
- Adaptable, flexible and with an open mind
- The ability to build on the outstanding reputation of SMECC and to leverage and expand the existing revenue stream
- A driven, self-starter with the ability to act with the minimum of supervision
- Capability in managing, leading and motivating a small professional team
- The strength of character and intellect to constantly challenge ideas, strategies and plans by providing constructive feedback and suggestions for improvement
- The ability to work within a corporate NGO structure as a senior figure
- A positive, adaptive mindset that sees the opportunity in developing an organisation
- The ability to work in a lean environment with basic processes and systems, updating and re-engineering when applicable
- The ability to quickly develop relationships with colleagues and partners at all levels of seniority
- The ability to switch between the operational and strategic levels of management seamlessly
- Negotiation, analytical and problem-solving skills

KEY SELECTION CRITERIA

Essential

1. Relevant tertiary qualification in social work, community development or a related field, or equivalent experience in the community services sector.
2. Demonstrated senior management experience in providing leadership and direction working with a board of directors.
3. Demonstrated ability to operationalise a strategic plan using analytical skills.
4. The ability to build organisational culture and communicate effectively with people at all levels.
5. Sound financial knowledge, ability to analyse financial data including budgeting and asset management, reporting to the board.
6. High level interpersonal skills demonstrated by relationship management, partnership and negotiation successes with all levels of government.
7. Proven ability to successfully manage a substantial project or program, create new revenue streams, improving financial results.

Desirable

8. Experience working collaboratively with multicultural populations.

TERMS AND CONDITIONS

Salary & Conditions	Salary as per contract agreement and access to excellent salary packaging provisions. Employer Superannuation.
Police Check, Working with Children Check and Right to work in Australia	Completion of a satisfactory Police Records check and Working with Children check, Australian citizenship or permanent resident of Australia.
Driver Licence	Successful candidate must possess and retain a current Victorian driver's license.
Probation and Performance Appraisal	Probationary period is six months. Probationary KPI's will be provided and as will probationary guidance and feedback. Performance Appraisal reviews conducted mid-yearly and annually based on specific and agreed Key Performance Indicators.
Flexibility after hours	Available to participate in out of hours activities as required to undertake the role.
Code of Conduct	All staff are expected to support SMECC's vision, mission, and organisational values. This includes modelling behaviours outlined in the Code of Conduct. SMECC is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.