



## POSITION DESCRIPTION

### Business Services Leader

Position Details	
<b>Position:</b>	<b>Business Services Leader (Ipswich)</b> Permanent full-time position with probationary period. Commencing April 2022
<b>Classification:</b>	SCHADS 7.1 Social, Community, Home Care and Disability Services Industry Award 2010 and the DVAC Certified Agreement 2017
<b>Salary:</b>	\$52.09 per hour \$101,575.50 pro rata per annum
<b>Additional Benefits:</b>	Generous salary sacrifice package, additional bonus leave, professional development budget, external supervision, EAP.
<b>Hours:</b>	Normal hours of work 9am to 5pm Monday to Friday, some after hours requirements
<b>Accountability:</b>	DVAC Board of Management, CEO, Managers and Staff Team

## About Us

### Our Vision

Reduce the prevalence and impact of gender-based violence in our communities.

### Our Purpose

The Domestic Violence Action Centre (DVAC) works with individuals and communities to eliminate, prevent, and respond to domestic, family violence, and sexual violence by:

- Providing high quality specialist support services.
- Challenging social norms and structures that enable people to use violence/enable the use of violence.
- Building awareness and capacity within the community; and
- Collaborating to make a difference.

### DVAC Philosophy Statement

DVAC has a long history in providing high quality services to women, children and young people who have experienced domestic and family violence in the Ipswich, Toowoomba and surrounding regions. DVAC works from a feminist perspective. We have a gendered analysis of domestic violence that understands that domestic and family violence is a result of systemic power imbalances and inequalities. We work from a position of ensuring safety for women and children while holding perpetrators accountable for their behaviour.

Our Organisational values Community, Accountability and Resilience are the pillars for our work.

## What we offer

At DVAC our team are our single greatest asset. We offer:

- Generous above award entitlements in our Enterprise Agreement and Not-for-profit Salary Sacrifice benefits.
- Ongoing training, supervision and professional development.
- Opportunity to work in a value's driven organisation alongside a committed and passionate team who make a difference.
- A flexible and supportive workplace.

You will find detailed information about the organisation on our website [www.dvac.org.au](http://www.dvac.org.au)

## Equal Employment Opportunities

DVAC values diversity in our workforce, and as such encourages applications from individuals from all cultural backgrounds.

## Position Summary

Reporting to the CEO, and as a member of our Senior Leadership Team the Business Services Leader is responsible for our essential Business Services team and roles. You will lead our financial management, risk and compliance, administration, fundraising, IT and property management for DVAC.

This role operates under limited direction, exercising managerial responsibility for various functions within the Organisation. Supported by a small team, you will take a hands-on approach in key accountability areas and deliverables.

The role is located at our Head office in Ipswich, with work from home availability . Travel between all DVAC locations will be required.

DVAC has recently launched our new strategic plan, and this is an exciting time for a driven senior leader who can bring their skills and passion to the role.

## Key Responsibilities and Outcomes

### Financial Management

- Financial control, risk minimisation, cashflow management and forecasting, high level financial reporting and analysis and ongoing monitoring throughout the year.
- Provide advice to the CEO and Board on strategic recommendations, future trends and improving efficiencies.
- Managing the team to deliver all financial functions of the Organisation:
  - Payroll, accounts payable and receivable and bank reconciliations.
  - Monthly and year-end financial budgets and statements and reporting to the CEO and Board.
  - Preparation of annual PAYG summaries and control and management of salary sacrifice, superannuation etc.
  - Preparation and lodgment of all financial and compliance reporting documents.

- Preparation of budget submissions for funding applications in consultation with the CEO.
- Provide and oversee accurate, effective and streamlined financial processes and records for DVAC.
- Respond to requests from the funding body, CEO and Board.
- Attend the finance update at monthly DVAC Board meetings.

### **Administration and IT**

- Ensure high quality, effective and streamlined administrative processes and procedures are in place at DVAC and support staff to implement these.
- Implement, monitor and review effective IT systems and contractor relationships. Including client information management systems, overall operations, maintenance and updates of all IT hardware and software, and IT development.
- Manage DVAC procurement.
- Negotiate supplier arrangements and contracts.
- Manage the DVAC asset register.
- Manage the DVAC fleet.
- Manage various business systems such as MYOB, Complaints Management system, Employment Hero and Go1.

### **Risk and Compliance**

- Identify and evaluate Organisational risks and develop risk mitigation strategies alongside DVAC management.
- Maintain the Organisational Risk Register and relevant policy ensuring compliance and Organisational continuous improvement.
- Ensure compliance with statutory laws, financial and regulatory obligations and quality assurance and provide advice to the CEO on legislative changes.
- Review contracts and provide advice to the CEO and Board before sign-off.

### **Business Development**

- Assist with DVAC fundraising and grant writing activities.
- Assist with DVAC fee for service business development strategy and activities.
- Identify gaps in Organisational systems in consultation with the CEO and staff team and source funding and systems improvement to fill identified gaps.

### **Leadership**

- As a member of the Senior Leadership Team, you will work collaboratively to achieve our strategic goals and provide the best quality business services supports to our broader DVAC team to achieve our Mission and Purpose.
- Lead the Business Services Team to achieve Organisational goals as a high performing and well supported team through the provision of supervision, coaching and management.
- Lead all business services processes, systems and procedures to achieve the best possible results within a tight fiscal environment.

## Accountability

The Business Services Leader will work within the philosophy, objectives and policies of the organisation including:

- Working within a feminist framework.
- Working as a member of the staff team.
- Utilising consultative and collaborative processes.

The Business Services Leader reports directly to the CEO and will operate with a high level of autonomy. Accountability will also be required to the broader staff service users and stakeholders, CEO and the Board as well as the employing body. The Business Services Leader will comply with the established processes for ensuring the transparency of all decisions and actions taken in the course of the work.

## Requirements

- Experience in Not-for-profit leadership.
- Minimum 5 years in financial management, business services/ administrative management with a proven track record.
- CPA or CA qualification, or relevant qualifications in Business/Finance.
- COVID-19 Vaccination (unless medical exemption).
- Driver's license.
- The shortlisted candidate will be required to complete pre-employment screening including working with children check (Blue Card) and criminal history check.

## Personal Attributes

- Demonstratable commitment to the DVAC Mission, Values, and feminist principles.
- A credible and engaging communicator.
- Effective decision making, professional judgment and ethical behaviour.
- Strong financial management and strategic leadership capability.
- People leadership skills.

## Applying for this position

Please send a current CV and cover letter to Liz at [liza@dvac.org.au](mailto:liza@dvac.org.au) using the subject line "Business Services Leader "

For questions about this role please reach out to [ceo@dvac.org.au](mailto:ceo@dvac.org.au) to have a confidential conversation.

The closing date is 21<sup>st</sup> February 2022.