



POSITION DESCRIPTION

EXECUTIVE DIRECTOR QUALITY, SAFEGUARDING & RISK

Level	Above Award
Employment Type	Full-time
Reports to	Chief Operating Officer & Chief Executive Officer (Dual Reporting)
Purpose of the Position The Executive Director, Quality, Safeguarding & Risk provides strategic leadership and oversight of Carpentaria's quality, safeguarding, clinical governance, risk management, compliance, workforce capability and continuous improvement functions. The role is responsible for ensuring Carpentaria maintains robust governance systems that support safe, high-quality, person-centred services across disability, children and youth, therapy and community programs. The Director leads the organisation's Quality, Safety & Risk Framework, Enterprise Risk Management Framework, Clinical Governance Framework, Continuous Improvement Program and Learning & Development Strategy while ensuring compliance with all relevant legislative, regulatory and accreditation requirements. The role also acts as the principal advisor to the CEO, COO, Executive and Governance Committees on quality, safety, safeguarding, clinical governance, organisational risk and compliance matters.	
Tasks and Responsibilities • Lead the development, implementation and continuous improvement of Carpentaria's Quality, Safety and Risk Frameworks across all service areas. • Provide strategic oversight of organisational quality governance, safeguarding, compliance, clinical governance and risk management systems. • Lead the Enterprise Risk Management Framework, including oversight of strategic, operational, clinical, financial and reputational risks. • Ensure compliance with NDIS Practice Standards, NDIS Commission requirements, Child Safe Standards, Work Health and Safety legislation and other relevant regulatory frameworks. • Oversee organisational incident management, reportable incidents, restrictive practice governance, investigations and root cause analysis processes. • Provide executive oversight of clinical governance systems, including high-risk participant management, medication governance, health care planning and clinical auditing. • Lead the organisation's Continuous Quality Improvement (CQI) Framework, internal audit program and accreditation readiness activities. • Oversee the development, implementation and review of organisational policies, procedures, governance frameworks and quality systems. • Lead organisational learning, development and practice excellence initiatives to strengthen workforce capability and compliance. • Provide strategic leadership for workplace health and safety, emergency management, critical incident response and organisational safety culture. • Oversee quality, compliance and reporting systems, including governance dashboards, performance reporting, data analytics and regulatory reporting requirements. • Lead and develop the Quality, Safety and Risk team while providing high-level advice and reporting to the CEO, COO, Executive Leadership Team, Quality & Safeguarding and Practice Governance Committee.	

Essential Criteria

- Degree qualification in Health, Nursing, Allied Health, Human Services, Risk Management, Governance, Business or related discipline.
- Minimum 5 years senior leadership experience in disability, health, community services, aged care or child protection sectors.
- Demonstrated experience leading quality, safety, safeguarding and risk functions.
- Strong knowledge of NDIS Practice Standards and Commission requirements.
- Experience overseeing enterprise risk frameworks.
- Demonstrated experience leading clinical governance or safeguarding systems.
- Experience managing organisational audits and accreditation processes.
- Strong analytical, reporting and governance skills.
- Excellent stakeholder engagement and leadership capabilities.

Preferred Criteria

- Postgraduate qualification in Governance, Risk, Clinical Governance, Leadership, Business Administration or Quality Management.
- Registered health professional qualification.
- Lead Auditor qualification.
- Experience operating across regional and remote service environments.

Values and Behaviours Required

- Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach.
- Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
- Demonstrated adherence to legislation, policies and procedures and a commitment to Equal Employment Opportunity, WHS, Risk Management and Quality Improvement practices.

Authorised by the CEO: _____

Date: _____