



DUTY STATEMENT

Job Title: Executive Manager
Reporting to: AODCCC Management Committee
Location: Perth, virtual
Supervision of: All operational AODCCC staff
Classification: L7 SCHADS Award

Purpose

This position is pivotal in advancing the Alcohol or Other Drug Consumer and Community Coalition (AODCCC) as a leading peak body within the AOD sector. The Executive Manager will ensure the AOD lived and living experience voice is central to policy development, service planning, and evaluation. This role is key to delivering the outcomes under the Mental Health Commission (MHC) Agreement. Key responsibilities include:

Strategic Leadership; Operational Oversight; Financial Management; Stakeholder Engagement; Team Leadership and Alternate Funding Sources.

The role also involves public advocacy and leadership—fostering courageous conversations that align with the AODCCC’s vision, mission, and values.

Key tasks, objectives, and responsibilities

Mission and Values	• Embody and promote the AODCCC’s values and mission in all actions. • Maintain confidentiality and ensure strict adherence to all AODCCC policies and procedures.
Management	• Assist the AODCCC Board in implementing strategic plans. • Provide support as required to Board Sub-Committees. • Oversee AODCCC strategy and risk management, including the regular review of operational policies.

	• Ensure compliance with all legislative and statutory requirements and uphold AOD sector standards. • Collaborate with the Secretary and Chair to prepare documentation for AODCC Board Meetings. • Provide clear operational reports to facilitate informed decision-making and maintain effective two-way communication with the Board. • Identify staff resourcing and skills requirements to deliver agreed objectives, undertaking recruitment and selection, as required.
Leadership	• Exhibit visible, respected leadership across the AOD sector. • Engage staff in driving continuous improvement in service delivery. • Build and lead a cohesive team with a shared vision and clear development strategy. • Promote a culture of learning and professional growth by identifying development opportunities and providing performance coaching, training, and supervision.
Membership Engagement and Capacity Building	• Offer subject matter expertise on emerging issues in the AOD sector. • Research and recommend initiatives to strengthen the AODCCC's industry position. • Identify and respond to tender opportunities. • Provide timely policy advice and build member capacity to enhance consumer engagement. • Deeply understand members' needs and leverage networks to amplify their voices at the policy table. • Oversee social media and marketing initiatives while participating in training and advocacy sessions to ensure authentic engagement.

Stakeholder Engagement and Systemic Advocacy	• Develop and maintain strong relationships with Aboriginal and Torres Strait Islander peoples, LGBTQIA+ individuals, and culturally and linguistically diverse (CaLD) communities to reduce stigma and foster strong partnerships. • Develop collaborative relationships with community organisations, NGOs, and government bodies to support AODCCC members. • Enhance the public profile of the AODCCC by representing the organisation on relevant committees and at key events. • Drive the development and implementation of advocacy strategies in collaboration with the Board, NGOs, the Mental Health Commission, and other sector bodies. • Continuously assess and refine stakeholder engagement strategies to ensure long-term relationships with all key partners.
Financial Management and Reporting	• Oversee fiscal management, budgeting, and overall operational development with delegation of authority. • Initiate and develop fundraising initiatives, including grants and other innovative funding mechanisms. • Deliver timely reports on achievements, outcomes, and key performance indicators (KPIs). • Ensure that all necessary data for funding bodies is recorded and maintained, and that outcomes are reported against quality and financial benchmarks.
Quality and Risk Management	• Ensure service delivery meets agreed-upon performance standards as outlined in service agreements. • Monitor and report on operational practices to identify issues impacting funding agreements and strategic plans. • Identifies and communicates risk factors to the Board and manages risks in accordance with AODCCC procedures.



Safety, Security and Other Duties	• Promote a safe and healthy work environment. • Protect AODCCC and member information by adhering to strict security and privacy standards. • Undertake any additional duties as required by the AODCCC
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