

## **Chief Executive Officer - ACT Disability, Aged and Carer Advocacy Service (ADACAS)**

### **About ADACAS**

ADACAS is Canberra's leading individual advocacy service. ADACAS provides individual and systemic advocacy to people with disability, frail older people and their family carers and also delivers other project activity consistent with our vision and mission. We are passionate about asserting, promoting and protecting human rights and speaking up on behalf of people who cannot speak up for themselves. Our vision is a world in which everyone can exercise their rights and responsibilities, lead lives of value and dignity and pursue their dreams. ADACAS has a strong reputation as a human rights organisation and participates in a range of opportunities, both locally and nationally to influence change on behalf of our client groups.

ADACAS is seeking a new Chief Executive Officer to lead the organisation. The Chief Executive officer of ADACAS provides leadership of the organisation. Responsible to the ADACAS Board, the CEO operates under a governance framework to deliver the work of the organisation. ADACAS is a not for profit organisation in the ACT and is part of both local and national networks of advocacy organisations for people with disability and older people.

The CEO is responsible for the efficient management of financial, human and information resources in accordance with legislative and funding requirements. The CEO provides support to staff to ensure that they are providing a high quality advocacy service, consistent with policy and principles of advocacy and achieving good outcomes for our clients.

The position also features identification of advocacy issues, development of strategic solutions and implementation of innovative responses to individual and systemic advocacy issues. Ensuring the advocacy provided remains responsive and relevant to the needs and interests of the ADACAS target groups. Full responsibility for quality assurance and client consultation as well as the planning and implementation of any flow on organisation change.

### **About You**

As CEO you will bring strong leadership skills, excellent strategic analysis and policy skills and a clear focus on delivering mission based services that achieve human rights for all. You will have a track record of leading and managing in the not for profit sector and potential to grow your leadership and management skills. You will have advanced, negotiation and influencing skills, be a confident spokesperson and skilled at building networks and stakeholder relations.

You will have great people management skills that contribute to client outcomes through your support and leadership of the ADACAS advocacy and project teams. You will take a collaborative approach to building ADACAS strategic direction and then delivering on it, meeting your own KPIs and supporting the teams to meet theirs.

You will have a strong foundational understanding of human rights and the impact of marginalisation on people with disability and older people. You will be able to demonstrate how your human rights understanding translates into the work that you do and your leadership of the work of others. Past experience working in a rights based framework or with ADACAS' client groups will be well regarded. ADACAS would welcome an application from you if you are a person living with disability or an older person.

As an independent individual advocacy service ADACAS takes seriously its responsibilities to maintain independence and be free from conflicts of interest. We therefore carry out police and working with vulnerable people checks for all of our staff, and you will be able to demonstrate your independence and freedom from conflicts of interest.

### **CEO Selection Criteria**

1. Strong skills in all aspects of leadership.
2. Familiarity with not-for-profit finances, leading and coaching teams, and other business functions and systems.
3. Excellent communication skills including stakeholder engagement, representation and public speaking.
4. In depth knowledge of NGO governance, implementing vision and achieving strategic direction.
5. Strong ability to organise effectively, manage time well, delegate responsibility, solve problems quickly, and handle both internal and external conflict.
6. Sound understanding of human rights and how these apply to the principles of individual advocacy and supported decision making.
7. Tertiary qualifications preferred.

### **Application Process**

Using the selection criteria and job description as a guide, in a maximum of two pages outline your skills and expertise and why they make you the best person to lead ADACAS. Provide an up to date copy of your resume along with contact details for two referees.

If after reviewing the documentation, you would like to discuss your application before the closing date please email [adacas@adacas.org.au](mailto:adacas@adacas.org.au) or call 02 62425060 to arrange for someone to call you back. Applications may be provided by email to [adacas@adacas.org.au](mailto:adacas@adacas.org.au) and must be received by COB Friday 29 June 2018.

## CEO Job Description

### 1. Lead ADACAS

Take full responsibility for leadership of the organisation including:

- Ensuring ADACAS activities deliver on the mission and vision of the organisation
- Development and delivery of ADACAS strategic plan as approved by the Board
- Represent ADACAS professionally and strategically, build and sustain ADACAS brand and reputation, including with the media
- Build and maintain effective strategic relationships with funding bodies, external stakeholders and partner organisations
- Establish and sustain an organisational culture that supports staff and contributes to client outcomes

### 2. Financial Management

Take full responsibility for the financial management of the organisation in accordance with legislative requirements including;

- negotiation with funding bodies;
- applications for relevant funding
- development and monitoring the budget;
- financial reporting to the Board and funding bodies;
- accountability to funding bodies.

### 3. Human resource management

Take full responsibility for the management and development of staff in accordance with legislative requirements, including;

- Recruitment, management, supervision, performance and motivation of staff;
- monitoring the ongoing skills requirements for the organisation and the development needs of staff;
- the development and implementation of staff training and development plans in response to the training needs analysis;
- monitoring and response to the changing industrial relations environment.

### 4. Operations management

Take full responsibility for the management of the ongoing operations of the organisation, including;

- liaison with funding bodies, referral agencies, service user groups, and other relevant bodies;
- ongoing development of administrative and operational policies;
- program and project planning, monitoring and evaluation.

## 5. Information management

Take full responsibility for the development, implementation and monitoring of the data and information reporting requirements for the organisation, including;

- Ensuring effective operational infrastructure including ICT platform, client management system and other business and data management systems
- analysis of data and the development of responses to trends regarding the needs of clients;
- provision of statistics and other reports as required by funding bodies and the Board.

## 6. Quality Assurance Management

Take full responsibility for the delivery of ADACAS information, advocacy and education activities including management of internal and external quality assurance processes, including;

- receive and respond to complaints about ADACAS;
- manage the external Quality Assurance processes as required by funding bodies;
- monitor the effectiveness of ADACAS' work, and respond accordingly.
- Investigate ways to improve effectiveness of service delivery through appropriate technology and continuous improvement activities

## 7. Provide support to the Board as required, including;

- the provision of information and advice;
- reports and other documentation as requested;
- the coordination of meetings.

## 8. Manage the provision of oral and written reports and comments on policy and other position papers affecting ADACAS' client groups. This may include the development of submissions, and giving evidence, to Parliamentary enquires, Social Policy Committee and other legal fora.

## 9. Manage the development, implementation, monitoring and evaluation of special projects and research undertaken by the organisation.