ADVOCACY for DISABILITY ACCESS and INCLUSION

Advocating for people with a disability

TITLE: EXECUTIVE OFFICER

POSITION: LEVEL 7 – full time
12 month fixed term contract
Social, Community Home Care and Disabilities Services Award 2010

LOCATION: CENTRAL OFFICE, BOWDEN

REPORTS TO: CHAIR OF THE BOARD OF MANAGEMENT
All other staff report to this position

Advocacy for Disability Access and Inclusion is funded by the Federal Department of Social Services to provide individual and family advocacy services to people with a disability living in South Australia. It is a small advocacy agency with a central office in Bowden and a country office in Clare.

POSITION SUMMARY

The Executive Officer of Advocacy for Disability Access and Inclusion (ADAI) is responsible for the financial, staff and change management of the organisation on behalf of the Board of Management. The position leads, motivates and manages a small, diverse team. Guidance and direction is provided by the Board and Executive Committee. Responsibilities include implementation of policies and procedures determined by the Board of Management as well its annual goals and objectives.

QUALIFICATIONS

Relevant tertiary qualifications with demonstrated success and achievements in a comparable executive position within a comparable area of disability/health care/community and human services sector.

Proven experience in managing staff and budgets is essential.

DUTIES/ACCOUNTABILITIES

The Executive Officer reports to the Chair of the Board of Management and must develop and maintain strong effective and cooperative relationships with the Board, clients, and staff and ADAI stakeholders. The role must also maintain and promote a strong presence within the disability support sector. In conjunction with the Board of Management the Executive Officer will also liaise with its funding body during the next 12 months regarding reform opportunities of the organisation as part of the National Disability Advocacy Program (NDAP) to ensure it meets the needs of people with disability and to ensure clarity of understanding about the interaction with National Disability Insurance Scheme.
A key focus is the financial management of the organisation and management of the staff to ensure the organisation’s advocacy model is implemented. With a comprehensive understanding and commitments to the rights of people with disabilities and the role of advocacy within the sector, the Executive Officer provides diligent advice to the Board of Management regarding current changes to the sector and to advocates to assist them support a diverse client base.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Achievement of ADAI’s vision and mission, strategic financial goals and continually reinforcing a client focused culture.

Meet with the Chair, Treasurer and/or Board Executive on a regular basis, attend Board meetings as requested and develop and maintain strong and effective relationships with the Board, staff, clients and ADAI stakeholders.

Lead and motivate a small diverse team using contemporary human resources and advocacy practice. This includes the proper application of all policies, procedures and regulatory requirements.

Provide advice and counsel to advocacy staff in relation to difficult client issues.

Provide direct advocacy services to clients on a 0.3 or 0.4 time basis.

Liaise and communicate within a broad constituency with knowledge of the diverse nature of the disability and advocacy sectors.

Ensure the efficient allocation of resources to support service and operational needs in a time of transition and financial constraints.

Ensure ADAI meets all legislative, regulatory and statutory obligations, to maintain and exceed accreditation standards including all Work, Health and Safety obligations.

Provide overall leadership to staff in the development and implementation of short and long term plans, policies and other activities to ensure the organisation meets its obligations to their clients.

Responsible for financial management of the organisation, including the drafting and implementation of the annual budget and preparing financial reports for the Board of Management.

Liaise and network with other organisations, such as state and federal government departments and other disability associations, local and national agencies and organisations.

Administration of overall operation of the organisation including: reviewing and evaluating the results of program activities, ensuring that continuing obligations are being fulfilled, allocating resources for greatest program effectiveness and efficiency and developing administrative policies and program objectives for the Board’s consideration.

Provide information and advice to the Board in relation to creating policies, programs and strategic direction of the organisation.
Support all activities associated with the Board of Management, including preparation for all Board and Committee meetings, re agenda items and associated materials.

Other duties may be assigned by the Chair of the Board of Management.

ESSENTIAL CRITERIA

- Proven experience in a similar role in a community services or setting or with people with a disability.
- Proven experience to work collaboratively and effectively with a Board of Management, staff and external organisations to ensure the effective operation of the organisation.
- Proven experience and expertise in financial budgets, management of staff and ability to maintain a high level of interpersonal and communication skills.
- Proven ability to plan, direct and coordinate activities, work with staff and stakeholders, including government agencies, community groups and other organisations as necessary.
- Demonstrated sound knowledge of and competence in the Microsoft suite of computer programs and the internet, including a finance package using MYOB or similar.
- Demonstrated understanding of Payroll and budget spreadsheets using Microsoft Excel.
- Excellent written and verbal communication skills and ability to present to key agencies and stakeholders. Experience in preparing board reports and variance statements in a timely manner and liaising with Treasurer to ensure financial reports are correct.
- Ability to read, analyse and interpret complex business documents, professional journals, financial reports, legal documents, technical procedures, government regulations and respond to questions from staff, clients, members of the community.
- Reasonable ability to define problems, collection of data, establishes facts and draw valid conclusions. Exhibit independent judgement in the development, implementation and evaluation of policies and procedures and ensure they are updated as deemed necessary.

DESIRABLE CRITERIA

Advocacy experience.

SPECIAL REQUIREMENTS

- Employment is subject to a satisfactory national police check.
- Appointment is subject to adherence to ADAI’s Code of Conduct.
- Undertake out of hours work as required. Extra time compensated by time-in-lieu with prior Board approval.
- Voluntary staff salary packaging arrangement may be available.
I have read the position description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with Advocacy for Disability Access and Inclusion (ADAI) policies, procedures and Code of Conduct and can be required to work in any location under the jurisdiction of ADAI.

I also agree to strictly observe ADAI’s policy on confidentiality or client information or other such sensitive or confidential information that I may come across in the course of my employment.

Employees Name ________________________________________________________
(Please print)

Employee Signature __________________________ Date ______________

Chair of Board of Management Name: ____________________________________________
(Please print)

Chair of Board of Management Signature: __________________________ Date: ______________