



## Position Description

Position Title:	Chief Executive Officer
Position Classification:	Contract of employment A vehicle is available for private use and regular travel is expected
Employment conditions:	Salary sacrifice up to 30% of gross salary is available. Leave loading of 17.5% applies Portable Long Service Leave contributions
Hours of work:	Full time (out of hours work is required)
Primary work location:	Wangaratta
Accountability:	Board of Governance
Date:	September 2024

### Our vision:

Strengthening generations to create sustainable communities

### NESAY's Child Safe Standard Statement:

NESAY is committed to promoting and enabling all children and young people to feel safe, have their voices heard, be empowered and have their diversity valued and respected.

At NESAY we do not tolerate any form of child abuse and take all allegations of child abuse seriously and we will respond to any concerns of abuse in an informed manner.

### Strategic goals and objectives:

#### Our 10 year vision is:

"To be the best provider of transitional services for young people in Australia and Internationally"

#### Our strategic plan goals (2021-2024) are:

- Be bold: We won't just think it – we will do it! We will take action to create opportunities for young people to be heard and thrive
- Be inclusive: We will support our communities to be able to respond and show their care for young people
- Be leaders: We will be active and courageous leaders. We will step to the front and create pathways for young people and their families



### **Our Values**

- Inclusion
- Respect
- Integrity
- Innovation
- Accountability

### **Practice Philosophy**

NESAY provides a safe and welcoming place for young people and their families to engage with the support they need. Our team uses a strength based and trauma informed approach that is person centred and underpinned by the principles of social justice.

### **NESAY as an organisation:**

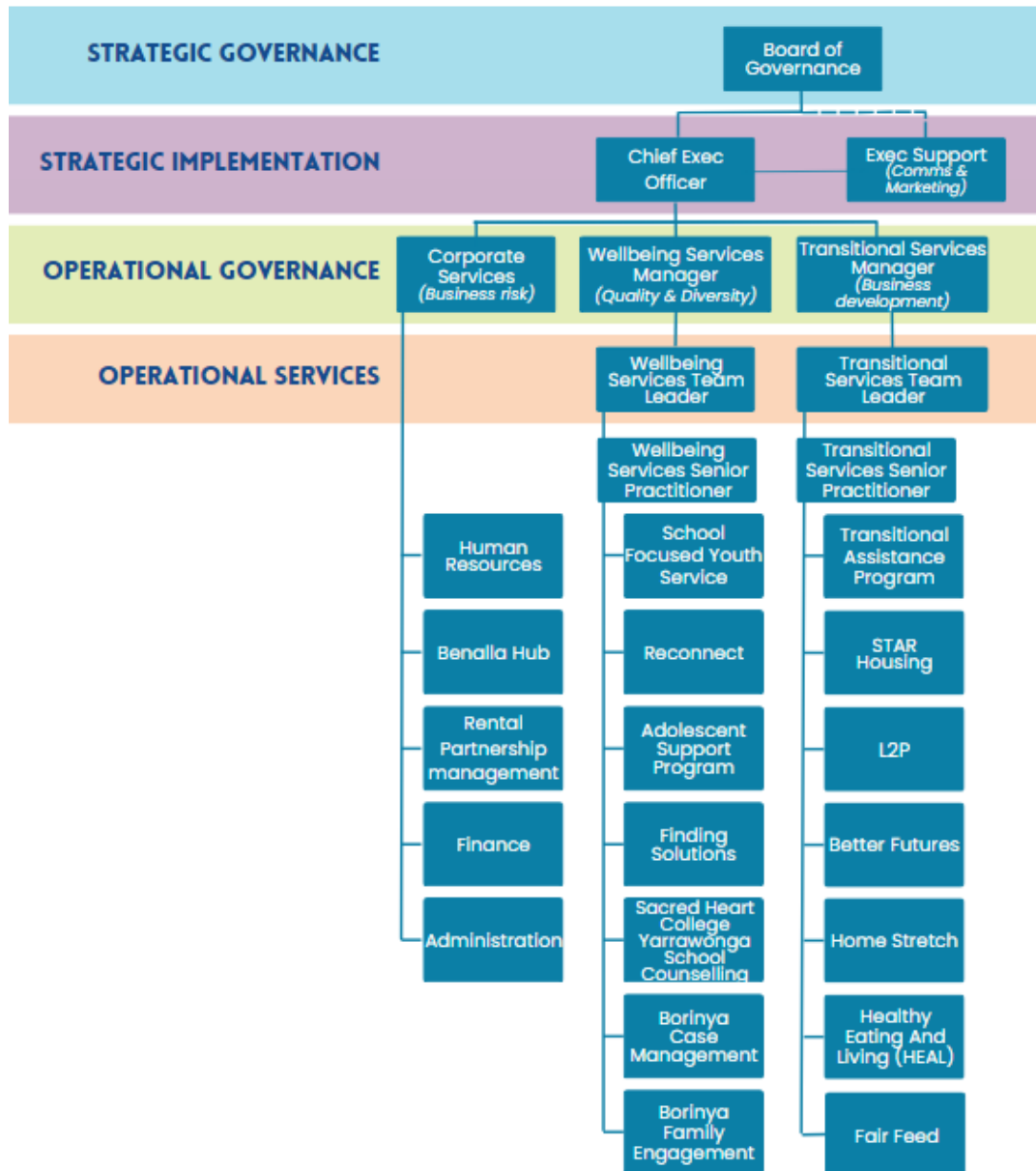
- We are an incorporated association primarily funded through agreements with Victorian and Commonwealth Departments and their agents
- We are governed by a community elected Board of Governance.
- NESAY is an independent organisation. We have no structural links with churches, institutions, or governments.
- We provide a range of services for young people and their families across the Ovens Murray region that are aimed at supporting young people experiencing homelessness, family breakdown/violence, mental health and wellbeing, and those needing support to engage at school, develop independent living skills.
- NESAY's home is in Wangaratta. We provide regular service delivery to other communities in our region
- We have a service model that enables flexible workplace arrangements to meet the needs of the people accessing services, the community, and our team
- All NESAY team members are required to be committed to continuous improvement activities, comply with legislative requirements, and adhere to our code of conduct
- NESAY does not tolerate racial abuse. We value and respect diversity and cultural rights.

### **Position purpose:**

- The Chief Executive Officer has responsibility for the effective operation of the organisation. This includes the responsibility for the management of the strategic planning, service development and provision, financial, site and facility management, quality and systems and human resource management
- Liaison with Government, philanthropic organisations and community groups to foster collaboration and build effective partnerships
- Provision of policy and strategic intelligence to the Board and is the communication channel between the Board and the NESAY team.



**Organisational structure:**



**Key result areas:**

1. **Leadership, Planning and Strategy**
  - Design and lead strategic change initiatives across the organisation
  - Manage the implementation of the strategic plan and the 10 year vision
  - Drive annual and long term planning processes
  - Provide executive support and advice to the Board of Governance as required
  - Lead the team to achieve success



2. **Human Resource Management**

- Promote a culture of learning, development and care
- Enable appropriate organisational structure to achieve desired outcomes with clear delegations and accountabilities
- Drive implementation, monitoring and review of staffing policies, practices and performance management
- Effective and responsible management of human resources; including recruitment, selection, induction, training, performance management and succession planning
- Provide a workplace that is safe, welcoming and a culture that fosters a strong sense of teamwork, connectedness and care

3. **Quality and Risk Management**

- Lead a culture of continuous improvement
- Maintain quality accreditation status
- Embed a culture of understanding and effective risk management
- Culture of learning is enabled to build continuous improvement activities for quality service provision and risk management

4. **Financial accountability and resource management**

- Ensure sound financial management in accordance with industry best practice and accepted accounting practices
- Oversee/prepare budgets and required reports for the Board with analysis and recommendation
- Develop stable and diverse revenue streams; underpinning the delivery of NESAY programs, services and activities
- Oversee the preparation of funding submissions and acquittals in order to sustain and develop funding opportunities for NESAY
- Direct resources to enable services and programs to achieve outcomes

5. **Advocacy, relationship development and communications**

- Foster partnerships and collaboration that creates opportunity and sustainability of services
- Generate connections with community and businesses to foster place based service approaches
- Increase profile and reputation of NESAY through communication strategies and tools
- Agitate for change for young people experiencing homelessness, family breakdown, family violence, school disengagement and those in the out of home care system
- Build relationships with health care systems to enable responses to be underpinned by the social determinants of health.



## Key Selection Criteria

- Extensive experience in providing inspirational leadership within the health/community/not for profit sectors and exemplary strategic, financial, operational, people management skills and leading change
- Strong ability to analyse data and information, identify risk, opportunities and issues for the organisation; with an ability to respond accordingly
- Exceptional written and verbal communication skills with ability to influence at the highest level, and highly developed interpersonal skills, including strong skills in negotiation and consultation.
- Experience in developing and maintaining collaborative partnerships and stakeholder relationships
- Extensive experience in managing a diverse portfolio of services, programs and projects within a best practice and continuous improvement framework
- Financial and business acumen with extensive experience in the preparation of budgets, strategic/business plans and funding submissions
- A tertiary qualification strongly aligning to the ethos of the organisation and requirements of this role is desirable
- Demonstrated awareness of, and commitment to, Child Safe Standards
- Current drivers licence
- Valid Working with Childrens Check
- Current Police Check

**All appointments are subject to the successful candidate undergoing a satisfactory National Police check clearance/s and holding a valid Victorian Working with Children's Check. Please note, it is the responsibility of the individual to organise an International Police Check, if they have resided overseas for twelve months or more in the last ten years.**

## Acceptance

I acknowledge receipt of, and accept the responsibilities outlined in the Chief Executive Officer position description.

Chief Executive Officer Name:

Signed:

Date: \_\_\_ / \_\_\_ / \_\_\_

President, NESAY Board of Governance Name:

Signed:

Date: \_\_\_ / \_\_\_ / \_\_\_