



**CHIEF EXECUTIVE OFFICER**  
**JOB & PERSON SPECIFICATION**  
**JUNE 2010**



## **JOB SPECIFICATION**

**POSITION :** Chief Executive Officer

**REPORTS TO :** Leveda Inc Board of Management

### **Position purpose – summary**

The CEO ensures organisational development and an effective delivery of service to Leveda's clients by providing leadership and by inspiring a sense of purpose and direction for the organisation in accordance with Leveda's Constitution, the policy and strategic direction as set by the Board, client needs, funding and service agreements, sector standards, delegated authority, relevant legislation and the National Disability Standards.

### **Internal reporting and working relationships**

- the CEO is responsible to the Leveda Board and its sub Committees;
- responsible for the provision of effective, client driven services;
- responsible for the overall supervision and direction of staff and volunteers.

### **Special conditions**

- a satisfactory national Criminal History Record Check (Police Check) and pre-employment medical check (the latter at the organisation's expense);
- current valid SA Driver's Licence;
- must be prepared to work flexible hours and to be available, where practicable, for work related matters at any time.

### **Statement of key outcomes/activities**

#### **Summary**

The CEO will administer, manage and direct all operations of Leveda. Primary responsibilities include implementing decisions of the Board, executing the strategic plans, fiscal management of the organisation, prudent risk management with all organisational matters, staff management and development, fundraising, and Board partnerships. The CEO will proactively advise the Board on matters of strategic importance, supervise key managers and have overall responsibility for program development, service standards and evaluation, operations, finance, marketing and public relations.



## JOB SPECIFICATION

### Essential position results

- the CEO is responsible for leading the Executive Management Team in the implementation of the strategic plan, policy direction and various instructions determined by the Board of Management, and the fulfilment of operational objectives and strategies;
- ensures that the Board receives timely, relevant and informative reports and advice in relation to the performance and development of the organisation, including advice on any matter which may impact, directly or indirectly on the organisation's risk profile or its ability to fulfil its mission;
- ensures that Leveda's services are provided in a way that meets all relevant legislative, industrial and regulatory requirements;
- ensures the effective development, management and administration of programs and services that uphold the aims and objectives of the organisation, and demonstrates the commitment to Leveda's continuous improvement process;
- ensures that services and systems are client focussed, and reflect evidence based and leading industry practice. This role involves regular client contact, visits to client's homes and participation in client related events;
- ensures the sound management of all human and material resources, including the promotion of a positive organisational culture, by leading executive staff to realise opportunities, exercise sound judgement and achieve positive results for the organisation;
- ensures the sound financial management of the organisation through overall responsibility for the preparation, implementation, monitoring and reporting of annual operational and capital budgets, and cash flows as required;
- ensures that the capital assets of the organisation are properly managed with the establishment of appropriate management systems and in accordance with the Board's policies and instructions;
- ensures a sound, constructive relationship with the Government funding bodies through regular communication, consultation and feedback and by adherence to Government requirements regarding reporting and accountability;
- facilitates and maintains positive links with key organisations and business, with the specific aim of establishing strong, strategically beneficial networks;
- ensures that Leveda contributes to and is influential within the broader community by contributing to sector wide policy and debate and through participation / representation on relevant peak bodies, committees, forums and working parties;
- demonstrates personal attributes which respect and value the rights, needs and aspirations of people with a disability, and their families and carers;



## JOB SPECIFICATION

### Essential position results

- Occupational Health and Safety :-
  - ensures OHS&W systems, policies and practices are developed, implemented and comply with legal and operational requirements;
  - as the Responsible Officer, takes responsibility for work practices and the provision of a safe work environment, and undertake no actions or omissions which will adversely affect the health and safety of anyone involved in the work of Leveda;
- participate in, and address the results of an annual performance appraisal conducted by the Board or its delegated committee.

### Child and Vulnerable People Safe Organisation

- ensures the organisation has in place effective 'Child and Vulnerable People' safe policies and practices;
- ensures the organisation has strategies to actively ensure that safety, protection and well-being of children and other vulnerable people e.g. Leveda clients, who come into association with the organisation.



## PERSON SPECIFICATION

### **Educational / Vocational Qualifications**

Appropriate qualifications combined with experience in a relevant discipline.

### **Personal Abilities / Aptitudes / Skills**

- Strong and proven management skills at a senior level, preferably with relevant experience in a charity or not-for-profit community organisation;
- highly effective written and oral communication;
- effective personal attributes and skills in leading organisational change;
- commitment to self development and a vision for success in the role ;
- competent use of office technology and systems;
- sound and flexible negotiation and inter-personal skills;
- a clear understanding of financial statements and evidence of prudent financial management;
- an understanding of marketing and fundraising concepts, strategies and performance measures;
- demonstrated ability to foster a positive and inclusive organisational culture and team environment;
- the ability to facilitate strategic planning, ensure the organisation is forward looking and link strategic plans to operational plans, priorities and strategies;
- an ability to develop close relationships with key corporate, industry and Government organisations, particularly funding bodies;
- the ability to raise Leveda's profile and sustainable market position, in collaboration with its stakeholders.



## HOW TO APPLY

Applications should be forwarded to Heidi Jones by e-mail [12873@hender.com.au](mailto:12873@hender.com.au)

Telephone enquiries may be directed to Heidi on (08) 8100 8807 or to Julie Fleet on (08) 8100 8806. Applications close Friday 25 June 2010.

### **Please Note**

Your application will be automatically acknowledged by a return e-mail.