



**CHIEF EXECUTIVE OFFICER
JOB & PERSON SPECIFICATION**

JANUARY 2010



JOB SPECIFICATION

BUSINESS UNIT	Minda Incorporated
CLASSIFICATION	Contract (three years)

ORGANISATIONAL ENVIRONMENT

Minda is one of South Australia's largest not-for-profit disability organisations that provides accommodation, employment and day option services and support to well over 1,000 people with an intellectual disability.

Minda's vision is to maximise choice and inclusion for people with intellectual disability to achieve their aspirations in accordance with the Strategic Plan 2009-2012.

Minda's principal value is RESPECT for the people it works with, for the people it works for and their rights and responsibilities.

SERVICE DELIVERY OBJECTIVE

The CEO will lead the organisation in :-

- developing and managing the strategic delivery of initiatives for service delivery outcomes, business and financial performance;
- driving Minda's service areas and asset management toward continuous improvement and best practice;
- developing and maintain a strong, cohesive organisational culture of sharing and continuous improvement;
- fostering productive and mutually respectful relationships with key stakeholders; and
- driving a strategic Public Relations plan which will raise Minda's profile and public image.

KEY RESULT AREAS (KRA)

The key responsibilities of the role include, but are not limited to :-

- manage external stakeholder relationships – including Association members, funding bodies, government entities, sponsors, disability groups and other identified stakeholders;
- drive strategic / business initiatives to improve service efficiencies and outcomes for individuals we support;
- ensure the achievement of business and financial performance and targets;
- work to embed a strong organisational culture of sharing and continuous improvement;
- monitor the controls framework to ensure major risks are identified and managed;
- ensure appropriate systems of risk management and employee safety;
- advise to the Board on best practice service and specific disability developments and issues;
- drive Strategic Asset Management to improve returns on investment – including property management and development, landlord function, Brighton and Blackwood development;
- seek opportunities to expand Minda's activities to the ultimate benefit of individuals we support;
- develop the Minda Foundation and provide Public Relations leadership – including corporate branding, fundraising, media relationships, sponsorship and communications;
- lead strategic planning and development and ensure targeted growth;
- monitor and manage all Foundation account aspects of the organisation;
- provide leadership to and coaching for the Executive Team.



JOB SPECIFICATION

Strategic Planning

- develop and implement the strategic vision for Minda in a way which is realistic, challenging and consistent with the organisation's stated values and which sets the long-term organisational direction;
- work to ensure that a shared vision is promoted within the organisation;
- ensure the development of operational and business plans and budgets for all areas within Minda.

Operational Management

- develop a culture of accountability and responsibility through a process of performance measures, continuous performance objectives and development review of employees, management systems and processes;
- ensure Minda complies with legislative requirements, funding and service agreements and contracts and that all departments achieve quality assurance systems, disability standards and other relevant certifications;
- ensure the quality and quantity of service provision is achieved within affordable resources;
- identify all areas of risk, work to mitigate and, where appropriate, report to the Board for discussion;
- drive a high performance organisation in all aspects of service delivery;
- ensure that the general financial operations of the organisation meet cash flow demands while assets are secured and enhanced;
- monitor performance against budget on a monthly basis.

People Management and Organisational Culture

- work to build a strong and productive organisational culture;
- lead, coach and manage the Executive team to achieve high performance outcomes;
- ensure that business plans and milestone achievements are monitored and achieved;
- build and maintain an open and collaborative culture to ensure strong levels of employee attraction and retention across the organisation;
- work with Organisational Development department to review staff engagement and implement initiatives that maintain and improve Minda's culture;
- lead the implementation of Quality and OHS principles across all aspects of the organisation ensure all employees (or others on site) under their supervision either direct or indirectly, are provided with a safe place and system of work and plant and substance in a safe condition.

Stakeholder Management

- develop strong strategic relationships with a range of stakeholders including Association members, parents, funding bodies, government entities, disability groups and other identified parties;
- work collaboratively and proactively with funding sources to strongly position Minda for ongoing and increased funding;
- actively pursue and seek out alternative funding sources and income streams to secure financial security for Minda's current and future service initiatives;
- provide high-quality reporting to the Board, demonstrating the return on the funding investment and leading the strategic financial management of Minda's assets;
- provide sound advice to the Board on disability issues.



JOB SPECIFICATION

Asset Management

- oversee and drive a high quality of property management;
- provide leadership to the development of the Brighton campus with a strong focus on stakeholder engagement and ensuring positive outcomes for the organisation;
- oversee major property developments including the Blackwood Park project, ensuring strong positive outcomes for the organisation;
- report on Minda investments and overall asset management and ensure appropriate risk / rate of return;
- prepare regular Asset Management Reports for the Board to provide a strategic overview of risk and opportunity;
- identify and report on possible asset risk and take an active role in mitigating risk factors.

Public Relations

- support the development and implementation of a Strategic Public Relations Plan that will encompass public image, branding, fundraising and marketing to profile Minda's vision and purpose;
- ensure that the Public Relations Business Plan and milestone achievements are monitored and achieved;
- actively develop networks and associations to expand community awareness of Minda and its purpose;
- actively seek opportunities to promote Minda through media coverage and public engagements;
- be the "face of Minda" in the external community;
- develop and maintain a strong external profile on behalf of Minda to create a strong and positive public image of the organisation.

STANDARD JOB REQUIREMENTS

All employees must :-

- conduct their duties in accordance with Minda's Vision and Mission Statements;
- contribute to the Goals of the organisation as identified by Minda's Strategic Plan 2009-2012;
- comply with Minda's conditions of employment, specifically the Code of Conduct, Confidentiality Agreement, Bullying and Harassment and other generally applicable policies and procedures;
- ensure that there is a system in place which ensures that all employees are kept up to date with the training and qualification requirements as required by relevant legislation and the various funding Authorities from time to time;
- adhere to the legislative requirements of the role, including but not limited to the OHS&W Act, Equal Opportunity Act and Anti Discrimination Act;
- be mentally and physically capable to undertake a senior role;
- actively participate in performance reviews, performance development or performance improvement (JODs and DaRPs) and mandatory training as required;
- undergo a satisfactory police record history check on a regular basis as required;
- be willing to work reasonable overtime to meet specific requirements on occasion.



JOB SPECIFICATION

OCCUPATIONAL HEALTH, SAFETY AND WELFARE

The CEO is responsible and accountable for ensuring :-

- compliance with the OHS&W Act, Regulations, Codes of Practice and relevant Australian Standards;
- compliance with the Workers Compensation and Rehabilitation Act and Regulations;
- compliance with the WorkCover Performance Standards for Self-Insurers;
- leadership in the continuous improvement of OHSW&IM systems.

REPORTING RELATIONSHIPS

This position reports to the Minda Incorporated Board.

Positions reporting to the Chief Executive Officer :-

- Deputy Chief Executive
- Executive Manager Residential Services
- Executive Manager Lifestyle Services
- Executive Manager Organisational Development
- Executive Manager Strategic Marketing
- Manager Strategic Projects

DECISION MAKING

As per delegation of authority document.



PERSON SPECIFICATION

KNOWLEDGE, SKILLS AND EXPERIENCE

Skills and Competencies

- demonstrated ability to relate on a personal level to people with disabilities, and to their family, advocates, friends and other associated professionals;
- highly developed skills in both strategic and business planning, being able to think strategically and to contribute to the business planning process to ensure Minda achieves its vision;
- highly developed ability in managing financial resources ensuring the availability and effective deployment to meet the needs of the individuals we support and the organisation;
- strong capability in developing other people by creating a work environment that empowers and respects others, values diversity, promotes mutual trust and encourages co-operation and support;
- highly developed skills in change management;
- highly developed relationship management skills to create, maintain and build positive working relationships with funding bodies and groups within the public and private sectors, and the wider community through the use of effective communication strategies.

Experience

- successful in carrying out a leading role in a large multi faceted organisation;
- initiating, developing and implementing policies and strategic plans;
- successful in business transformation, change management and integration;
- effective business and financial management;
- developing relationships that encourage cooperation and support;
- working effectively with a Board of Directors.

Desirable Knowledge

- strong appreciation of the issues that impact on individuals with disabilities, their families and society;
- working knowledge of current theory and practice in provision of service to people living with disabilities;
- an understanding of human services and the role of government, and the laws that provide for the welfare of people with disabilities.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- tertiary qualifications in business or substantial (demonstrated) equivalent experience.

Desirable

- tertiary qualifications relevant to the sector such as Bachelor degree in Disability or similar.

Note: This position description represents the job as it is today, however, Minda Incorporated reserves the right to make changes to the position as required.



HOW TO APPLY

Applications should be forwarded to Heidi Jones by e-mail 12361@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 5 February 2010.

Please Note

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