



**EXECUTIVE MANAGER,
CORPORATE SERVICES**

JOB & PERSON SPECIFICATION

JULY 2010



POSITION DESCRIPTION

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| Position Title: | Executive Manager, Corporate Services |
| Department: | Corporate Services |
| Reports to: | Chief Executive Officer Manager, Fundraising and Communications |
| Direct Reports: | Manager, Finance and Human Resources ICT Officer |

About Autism SA

Autism SA has been providing specialised services to the South Australian community since 1964. We are the leading provider of specialised services to people with an Autism Spectrum Disorder in the State and our national networks ensure an ongoing commitment to specialised services and resources across Australia.

Our Vision: Leading the way through knowledge, understanding and acceptance

Our Mission: To deliver specialised services and promote community awareness to facilitate an inclusive community that values individuals and families living with an Autism Spectrum Disorder

Our Values

Quality Service: We value the delivery of proactive, timely, responsive services that are of high quality

Expertise: We value the specialist knowledge and understanding that we have about Autism Spectrum Disorders

Collaboration: We value partnerships with clients, service providers and supporters

Leadership: We value our reputation as a leader and our commitment to high values and standards

Teamwork: We value a respectful, co-operative, organised and positive work environment

Diversity: We value the talents, strengths and diversity of all people that are part of the Autism Spectrum Community

Professionalism: We value professionalism in all aspects of work duties as well as in our representation of our organisation

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Position Objectives:

This position is required to develop a strong team culture and provide leadership to the Corporate Services of Autism SA, ensuring operation at the highest levels of financial efficiency, control and transparency. The position is an integral component of the executive management team and operates as the Chief Financial Officer.

Specifically, the role is responsible and accountable for:

- The oversight and management of core organisational business services including financial management, asset and fleet management, human resource management, procurement, contract management, facilities management, information technology and communications systems, fundraising and communications
- Leading and managing Autism SA's quality, risk, compliance and employee welfare strategies
- The provision of leadership and advice to the organisation in order to meet the organisation's strategic objectives and to develop and maintain a positive work culture
- Participation as a member of the executive management team focusing on policy and program development, strategic planning, organisational management and development, and representation of Autism SA to external organisations and governments

Special Requirements:

- Current South Australian Drivers Licence
- Satisfactory National Criminal History Record Check
- Reasonable additional hours of work may be required
- Availability to be on-call
- May be required to travel intra/interstate
- Willingness to participate in an annual performance and professional review

Responsibilities and Duties:

1. Organisational Development and Strategic Management

- Participate in the development and implementation of the organisation's vision, mission and strategic plans
- Lead the development of operational and business plans for all corporate services
- Contribute to the development, implementation and evaluation of organisational policies and procedures
- Lead the development, evaluation and improvement of corporate services
- Contribute to the development of new organisational initiatives

2. Corporate Services Management and Development

Finance

- To plan, organise and direct the financial operations of Autism SA
- Ensure the effective development and management of budgets by providing support and supervision to the Manager Finance and HR and by possessing and applying financial management expertise

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- Provide accounting and financial management advice and strategies to the Chief Executive Officer and Board including attendance at relevant Board and subcommittee meetings as required
- Ensure effective procurement and contract management strategies
- Coordinate and manage the corporations risk profile, insurance and audit functions ensuring accountability, transparency and compliance in all business service practices and identify opportunities for improvement and avoidance or mitigation of loss
- Oversee the financial functions by ensuring compliance with all legislative requirements, codes, standards, funding agreements and organisational policy
- Ensure effective management of the organisational investment strategy and portfolio management
- Ensure the provision of an effective payroll service

Compliance, Risk and Employee Welfare

- Ensure that Autism SA has effective systems in place to support a human resource function that is compliant with all relevant legislation and industrial requirements which includes EEO, OHS&W, workers compensation and organisational policies
- Ensure that internal audit, risk management and compliance functions are assessed and carried out suitably, effectively and efficiently. This involves monitoring of internal control systems and audits in relation to OHS&W regulations and quality assurance requirements and making necessary changes and/or recommendations where required
- To provide support to the key leadership staff to achieve high standards in funding compliance and reporting, accreditation with the quality management systems and effective continuous quality improvement outcomes
- Manage the risk management strategy for Autism SA to assist in identifying preventing, and responding to breaches of laws, codes, standards, regulations or acceptable practice that threaten to adversely affect the finances, services and/or reputation of Autism SA

Information technology and communication systems

- Provide effective support to the ITC Officer to ensure the development and review of the organisation's ITC planning, ensuring the provision, maintenance and improvement of ITC hardware, software and other necessary infrastructure and services, including networks, servers, email and web
- Ensure ITC assets, software and information/data are protected
- Ensure the provision of ITC help desk services

Facilities, Fleet and Asset Management

- Manage significant facility projects and fleet vehicles, including conducting negotiations with external contractors, overseeing maintenance and ensuring the maintenance of asset registers

Fundraising and Communications

- Provide support and supervision to the Manager Fundraising and Communications to ensure strategic advantage to Autism SA through an effective philanthropic strategy

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General

- Assist with the development and implementation of quality assurance practices
- Develop and maintain systems to monitor the efficacy of corporate services within a continuous improvement framework
- Assist in the negotiation of service agreements with funding bodies and other stakeholder organisations
- Promote and practice productive working relationships with relevant Federal, State and Local Government stakeholders, plus develop collaborate links with other Non-Government service providers
- Develop systems and standards to ensure that funding approval requirements are met
- Manage and report on program performance against operational plans, organisational requirements, funding and service agreements and business objectives

3. Leadership and Staffing

For positions reporting directly to the role:

- Lead, develop and maintain a high performing team
- Ensure cohesiveness and integration of services between programs
- Ensure maintenance of professional standards and service performance
- Recruit staff and manage staff performance
- Facilitate regular performance appraisal, relevant training, supervision and professional development
- Assist in reviewing and recommending improvements to the structure and staff resources to ensure the agency capacity and capability
- Practice the values of the organisation, and provide effective guidance and support to staff to achieve ongoing positive cultural change

4. Promotion and Representation of Autism SA

- Ensure a positive reputation for the agency
- Represent Autism SA in appropriate policy and planning meetings
- Develop and maintain effective relationships with external stakeholders and strategic partners

5. To work as an integral staff member of Autism SA

- Complete reports and data as required and being accountable at all times for work practices
- Attend and participate in team meetings, planning days, full staff meetings
- Work in collaboration with other departments of Autism SA
- Seek training and development opportunities
- Ensure adherence to relevant organisational policies and procedures and work practices
- Actively participate in continuous improvement activities and apply quality improvement principles to all duties performed
- Undertake other duties that may be allocated from time to time that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification

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6. To ensure organisational compliance

All Autism SA staff are required to work in accordance with the Code of Conduct Policy and legislative requirements including:

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Keeping Them Safe Legislation including the Charter of Rights for Children and Young People in Care
- Disability Discrimination
- Relevant Awards and Enterprise Agreements
- Relevant Australian Standards
- Duty to maintain confidentiality
- Cultural competence across all practice and service delivery
- Disability Services Act

7. To comply with statutory and organisational requirements with regards to Occupational Health, Safety and Welfare

- Observe all Occupational Health and Safety policies, follow directions and report all Occupational Health and Safety matters
- Take reasonable care to protect one's own health and safety at work and avoid adversely affecting the health or safety of any other staff members or clients through any act or omission at work
- Exercise a "duty of care" in providing services to clients
- Support a non-smoking working environment

8. To support and uphold the Vision, Mission and Values of Autism SA



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Qualifications:

Essential: Tertiary Qualification in accounting

Desirable: Additional qualification(s) in management, qualified as a CPA

Experience:

Essential:

- Demonstrated ability to provide leadership and management in financial, IT, HR, and administrative roles
- Experience in the not-for-profit sector
- Experience in the provision of commercially cognisant financial analysis and advice on the soundness of business concepts/strategies, business cases, option/risk assessment and project documentation, and the ability to effectively articulate such advice
- Supervision of staff and team leadership
- Proven ability to contribute effectively as part of a management team
- High-level written and oral communication skills
- High-level conceptual and analytical skills including an ability to interpret business performance, financial and human resources data
- Demonstrated superior skills in negotiation, collaboration and consultation
- Demonstrated capacity to implement continuing systems improvement, with emphasis on risk management and quality assurance
- Proven ability to drive organisational change and service system reform in a complex environment working with diverse stakeholders
- Significant experience in the ability to lead, manage and work collaboratively in a team environment, contribute to and encourage a culture of team work and service delivery and take a shared responsibility for achieving results

Knowledge:

- Principles and practices of auditing, accounting and budgeting and investment management
- Codes and regulations pertaining to the financial operations of non-government organisation
- Knowledge of fundraising and communications strategy
- Knowledge and understanding of relevant legislation

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Personal Abilities/Aptitudes/Skills:

- High level of management and leadership skills including the ability to contribute positively to the strategic and business planning process and to translate strategic direction into programs, services and staff performance
- Demonstrated ability to lead and to stimulate a high level of performance within the team, to facilitate the development of team members by clearly communicating expected standards of performance, develop a co-operative environment within a team and provide effective feedback on performance
- Develop, foster and model productive working relationships with a wide range of staff and agencies from a broad range of sectors
- Utilise high levels of report writing skills, oral communication, negotiation and conflict management skills
- Ability to support and work with people with diverse backgrounds, value systems, cultural differences and special needs
- Familiarity with the Microsoft Windows and Microsoft Office environment and accounting software applications (preferably Sybiz and Visipay)
- Ability to inspire and motivate others and work effectively within a dynamic team environment
- Motivated and reliable with the ability to work under pressure and to meet deadlines without sacrificing professional standards
- Ability to think and act creatively, problem solve and develop strategic and operational plans that take into account risk assessments, budgetary requirements and organisational needs
- Ability to make decisions and act independently within an organisational accountability framework and Strategic Plan



HOW TO APPLY

Applications should be forwarded to Heidi Jones by e-mail 13042@hender.com.au

Telephone enquiries may be directed to Heidi on (08) 8100 8807 or to Julie Fleet on (08) 8100 8806.

Please Note

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