

Chief Executive Officer

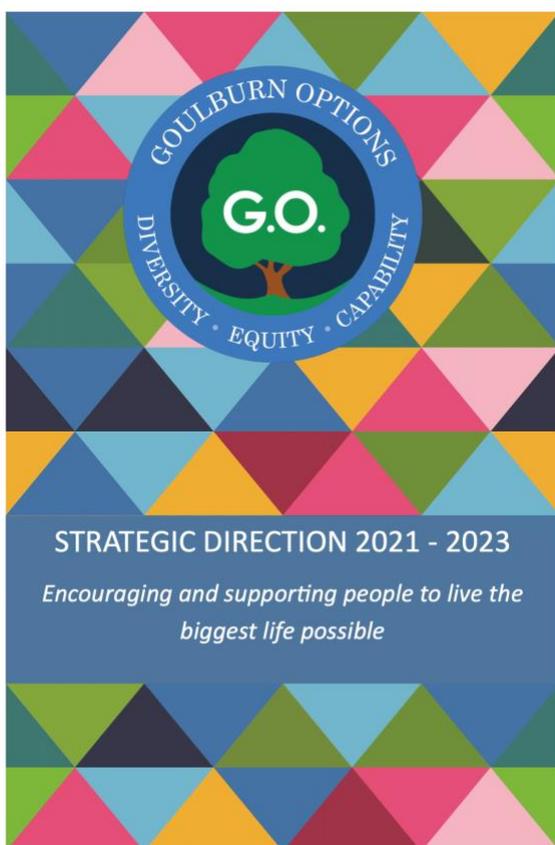
Goulburn Options Inc



About Goulburn Options Inc

Goulburn Options Inc (GO) has been supporting people with disabilities for 31 years. It is a not for profit community organisation providing a range of services for adults who have a disability and their carers. Goulburn Options is partly funded by the Department of Health and Human Services and registered to provide a wide range of supports under the NDIS. Our members, carers, staff and volunteers work together to achieve quality personalised services. Our aim is to assist participants as they seek to live their 'biggest life possible'. Assisting individuals to meet their goals means we are also supporting carers and families. Goulburn Options was born from community action in 1981 and has grown to become a leading service provider in Seymour and the Goulburn Valley region. The organisation is strongly integrated into regional life, enjoying community collaboration and employing 52 local staff alongside 36 volunteers. We are committed to leading an inclusive community that enables and encourages diversity.

Strategic Direction 2021-23



Capability

- * Deliver quality informed and safe-practice guided support services
- * Assist Participants to achieve personal goals and reach their potential
- * Grow our reputation as an employer of choice
- * Grow our reputation as a values-focused, community-based organisation
- * Support a vocational skills development approach

Diversity

- * Empower participants to increase engagement within the community
- * Foster community appreciation for the shared gains achieved through diversity
- * Increase supports for Goulburn Options families and carers
- * Draw on and contribute to available resources of the wider community

Equity

- * Advocate for and facilitate for Participants' greater involvement in society as citizens
- * Stimulate opportunities for purposed independent living alternatives
- * Broadening our scope of services to include more of the community



About Goulburn Options Inc

Goulburn Options Snapshot

Support services are provided at the Seymour centre and throughout the community of Goulburn region.

- Participants 81
- Staff 52
- Volunteers 36

Programs are designed to build:

- Independent living skills
- Work & vocational skills
- Recreation and leisure participation
- Health and wellbeing
- Community access
- Social connections
- Interpersonal skills

Supports are available for groups or individual needs. We can tailor services to accommodate requirements such as attendance at medical appointments, event participation or holidays.

In-home independent living supports are also available for people who require assistance to remain in the family home or for people who require support to live independently.

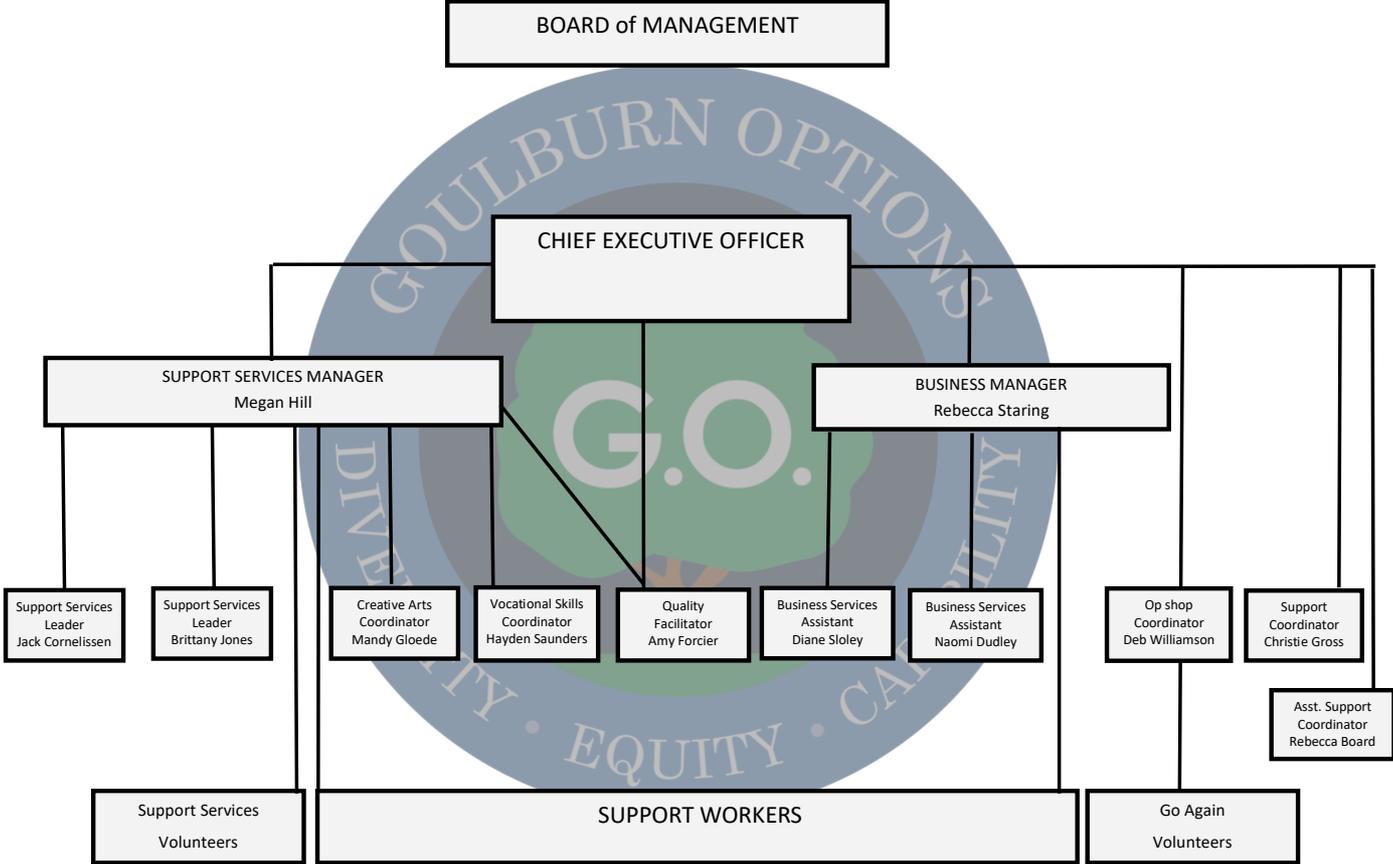
Short term accommodation (respite) is available if required.

Support Coordination is available to NDIS participants regardless of whether they attend Goulburn Options activities.

For more information regarding services provided by Goulburn Options please click below
<https://www.goinc.org.au/home>



Organisational Structure



Chief Executive Officer Role

Position Summary:

The Chief Executive Officer is responsible directly to the Board, for the total operational and financial performance of the Organisation and for compliance with its legal and statutory obligations. The position works in collaboration with the Board to set goals for the organisation and is responsible for:

- **Relationship with the Board.** The CEO is responsible for establishing and maintaining productive relationships with the Board.
- **Culture.** The CEO is responsible for promoting an organisational culture in keeping with Goulburn Options Vision and Values.
- **Strategic and Operational Planning.** The CEO must develop, gain approval, communicate and implement the future direction of Goulburn Options Inc through strategic and operational plans which are consistent with the overall objectives of Goulburn Options Inc policy directions and the disability Departments State and Federal policies.
- **Financial and Asset Management.** The CEO must achieve financial viability through overseeing effective budgetary planning and control and the management of all available resources.
- **Human Resource Management.** The CEO is accountable for ensuring that all staff appointments meet the needs and qualifications of GO through overseeing the management of the recruitment and retention and development of competent and committed staff who are prepared to provide high quality services that meet the needs and aspirations of its clients and the community.
- **Service Delivery.** The CEO is accountable for overseeing the development of strategies for service delivery which ensure that consistent standards are monitored and maintained throughout Goulburn Options Inc.
- **Quality Management.** The CEO is required to ensure that quality standards are met through overseeing the development and implementation of policies and procedures that meet the requirements of Goulburn Options Inc that meet national and international best practice standards.
- **Risk Management** - Ensure policies, processes and protocols are in place to meet relevant Accreditation standards and national and international best practice standards.
- **Community and Public Relations** - Develop and support productive relationships with the community, Government and key stakeholders.
- **Governance** – Ensure compliance with Statutory and Legislative requirements applicable to Goulburn Options.



Key Selection Criteria

KSC 1 Tertiary qualifications in commerce, business management, health, education or disability services (preferably with post-graduate qualification in business or management or working towards same).

KSC 2 Extensive leadership and senior management experience in the health / disability / education sectors.

KSC 3 Excellent understanding of principles of evaluation, governance and risk management in a complex service environment as well as experience working with a Board of Directors.

KSC 4 Strong leadership skills with a proven ability to successfully lead organisational change, manage and motivate staff, promote the creation of a positive workplace culture and develop teams of high performers delivering quality programmes.

KSC 5 Demonstrated understanding of the disability sector and experience of Commonwealth and State health policies, programs and funding systems including NDIS.

KSC 6 A track record of success in the financial management of an organisation that provides services to the community, combined with operational ability to maximise an on-going balanced financial position.

KSC 7 High level interpersonal skills including the ability to build and maintain rapport and effective relationships with a broad range of stakeholders.



Remuneration

The role is Full time neg. (Flexible working arrangement available)

An attractive remuneration package will be negotiated with the successful applicant.

Other benefits include

- Salary packaging
- Relocation assistance can be negotiated

How to Apply

Applications should include a:

- Covering Letter with a statement addressing the key selection criteria,
- Current CV
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at: hrsa@hrsa.com.au

Applications Close: 6 August, 2021

Further Information

For more information about the role please contact:

Ms. Jo Lowday
Health Recruitment Specialist
Director
0400 158 155

