



POSITION DESCRIPTION

Position:	Chief Executive Officer
Department:	Executive
Reports to:	Board of Directors

Service Profile:

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 - Appreciating individual capability, recognising the value of diversity and promoting equity.

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.

Goulburn Options Inc



- **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 Accountabilities:

1. General Management - Developing and implementing strategic and operational business plans for Goulburn Options in consultation with the management team.
2. Managing the following areas:
 - FOI and complaints;
 - Capital development;
 - Consultancy management;
 - Preparation of Goulburn Options Inc annual report;
 - Industrial relations;
 - Insurance and fleet maintenance; and
 - Administrative services and contracts.
 - Supporting the Board in its endeavors' and promoting Goulburn Options
 - Performing any other duties as directed by the Board.
3. Financial & Legal Management
 - Overseeing the development, monitoring and maintenance of a financial plan for Goulburn Options
 - Ensuring that an efficient financial reporting system exists for management and staff.
 - Overseeing the development and implementation of efficient financial and asset plans to ensure that organisational objectives, such as all funds, physical assets and other property of Goulburn Options are appropriately safeguarded and administered.
 - Negotiating with State and Commonwealth and other services funding authorities on appropriate funding issues.
 - Ensuring the observance of and compliance with all statutory and other legal obligations by Goulburn Options

Goulburn Options Inc



4. Employee Relationships

- Overseeing the development and implementation of appropriate policies to promote a team environment which is non-discriminatory and provides for equal opportunity within the workplace at Goulburn Options Inc.
- Ensuring that Goulburn Options Inc promotes and encourages transparent and open processes and communications.
- Providing leadership to staff in order to create an innovative and entrepreneurial environment that is a healthy and safe place to work

5. Community / Stakeholder Engagement

- Establishing and maintaining productive networks essential to Goulburn Options Inc
- Developing, implementing and maintaining productive relationship with the media to promote Goulburn Options Inc.
- Reporting to the Board on the general environment surrounding Goulburn Options Inc (i.e. political, economic & social environment) which may impact on Goulburn Options Inc.
- Ensuring transparent consultations in relation to all aspects of service delivery with the community.

6. Services & Programs

- Deliver services and programs that are attractive to our clients, contemporary in nature and innovative.
- Ensure that the services and programs provided by GO reflect our philosophy of assisting participants as they seek to live their 'biggest life possible'

Core Attributes:

- Outstanding communication skills and strong negotiation skills.
- Independent, innovative and ability to solve problems.
- Resilience and drive coupled with maturity, energy and flair to create a commercially viable but community sensitive facility facilitating a range of stakeholders.

Goulburn Options Inc



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.

I acknowledge and agree that above position Description will be my current role

Name: _____

Signature: _____

Date: _____