

ASSIGNMENT SPECIFICATION

CHIEF EXECUTIVE OFFICER

FOR



Prepared by

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July 2022

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CHIEF EXECUTIVE



- Disability & Community Care
- Values based NFP
- Exceptional leadership opportunity

This highly respected and welcoming community sector organisation has been operating since 1954, providing a diverse range of services and support for adults with an intellectual disability and their families in the Eastern Metropolitan region of Melbourne.

Alkira's philosophy is based on recognising, fostering and celebrating each person's individuality enabling their capacity to participate in community life with all the associated rights and responsibilities.

Services encompass Training & Support, Residential & Accommodation and Organisational Support. Programs and activities offer exploration in Academics & Further Education, Arts & Leisure, Recreation, Living & Personal Development and Vocational Opportunities.

Reporting to the Board, you'll provide strategic planning advice and oversee the day-to-day management and administration of Alkira. Key areas of responsibility include quality, risk and compliance, finance, IT and business systems, people and culture, community and home supports operations, property and infrastructure, marketing and communications.

You will have outstanding interpersonal attributes, a highly collaborative and motivating style, the capacity to maintain and build strong relationships with internal and external stakeholders.

A background in Disability, Community or Human Services and an understanding the key elements and complexities of the NDIS will be highly regarded.

If you are a visionary leader with the experience and integrity to lead this values based organisation please contact Peter Dakin on 0408 330 046 for a confidential discussion.

To apply, forward your Resume and Cover Letter to reception@dakinpartners.com.au – for a detailed Position Description, please visit our website www.dakinpartners.com.au/job-board

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CEO

- **Disability & Community Care**
- **Values based NFP**
- **Exceptional leadership opportunity**

DAKIN PARTNERS
HUMAN RESOURCES CONSULTANTS

Celebrating **35** years

Background of Organisation

Alkira is a highly respected community sector organisation that has been operating since 1954, providing a range of services and support for adults with an intellectual disability and their families in the Eastern Metropolitan region of Melbourne.

Their service philosophy is based on recognising, fostering and celebrating each person's individuality which in turn informs the way that support is provided, their capacity and participation in community life with all the associated rights and responsibilities. The social justice and human rights principles of access and equity strongly underpin the values and actions of the organisation.

Alkira's Training and Support Services aim to assist people to develop their potential, promote independence and foster enjoyment in a wide variety of group programs and individual activities that are based on their individual needs, interests and wishes. Programs and activities offer exploration in Arts & Leisure, Recreation, Living & Personal Development and Vocational Opportunities.

Residential Services consists of short and medium term accommodation, longer term independent living and a respite service. Located in the City of Whitehorse, it aims to provide a comfortable and safe home-like environment which provides residents the opportunity to maximize their potential by being responsive to their individual needs, strengths, interests and wishes. Currently, supported accommodation is offered to 32 people in 7 houses, with 6 respite beds available in two locations.

The Organisational Support Service provides support and assistance to all Alkira service delivery areas, with the aim of contributing to people's needs and aspirations being met.

Alkira is governed by a highly committed and passionate Board of Directors and Senior Management Team comprising the Chief Executive Officer, People, Culture & Learning, Corporate Services, Home Supports and Community Supports.

There are currently 65 permanent and 64 part-time staff, 30 casuals and approximately 50 Volunteers supporting the Op Shop and a range of activity programs on-site and out in the community.

NDIS contributes a significant percentage of Revenue. In addition, the organisation is generously assisted by Grants and Local Community Support, The Alkira Foundation and Donations.

Total Revenue for the Year-end 30 June 2022 was \$12.5M and the 2023 Budget is \$15M.

The comprehensive 2021 Annual Report and the Strategic Plan covers 5 focus areas and objectives for the period 2020-2025.

Alkira currently supports 260 participants and the Board is strategically assessing the Box Hill Project and other properties with the potential to assist another 50 participants.

Position Description - Chief Executive Officer

The Role

Under delegation from the Board, the CEO will be responsible for the day-to-day management and administration of Alkira. This will include leadership and management of personnel, policies, processes, financial and material resources. Key to this role will be building and maintaining strong relationships with internal and external stakeholders, including Participants, NDIA, DHHS, other disability service providers, and relevant Government agencies.

The CEO will have an in-depth knowledge of and be capable of successfully leading the organisation's operation within the NDIS environment. Additionally, they will have strategic and innovative business skills and extensive experience to lead and guide the Alkira Senior Management Team.

Outstanding personal attributes including personal drive and integrity, highly developed written and verbal communication, and consultation skills as well as a sound knowledge of the not-for-profit sector will be vital. The CEO will possess highly developed managerial skills and an ability to respond flexibly and promptly to organisational requirements and have the capacity for leading, managing, developing and motivating staff members to achieve business outcomes and to create a shared sense of purpose within and across the organisation.

The key objectives of the position are to:

- Work closely with the Chairperson to enable the Board to fulfil its strategic guidance and governance functions; and
- Provide executive leadership, operational management and direction towards achievement of Alkira's Mission, Vision, Values and Strategic Directions, in accordance with their Governance Model, Delegation of Authority, Policies and Procedures.

Reporting Lines

Reports to:

- Board, through the Chairperson

Direct Reports:

- Key Direct Reports:
General Manager Community Supports; General Manager Home Supports; Manager People, Culture and Learning (outsourced currently); General Manager Corporate Services
- Dotted Line Reports:
Fundraising Manager; Marketing & Communications Co-ordinator

Key Accountabilities/Responsibilities

- Undertake executive management of Alkira in accordance with the Delegation of Authority and being accountable to the Board.
- Provide Alkira with executive and strategic leadership and operational management. This includes responsibility for development of and managing progress towards achievement of the organisation's vision, objectives and strategic directions.
- Ensure that the operations and activities of the organisation are conducted in compliance with relevant legislative frameworks, applicable by-laws, regulations, governance arrangements, policies, and sound business practices.
- Manage Alkira in accordance with the financial and business plans, strategies and budgets developed for and by the Board.
- Ensure that the Board is regularly provided material for consideration and advice on operational and financial matters that will / may affect the organisations strategic priorities, strategic plans, business plans and budgets.
- In partnership with the Board, determine the annual goals and objectives for management and ensure that the Board's decisions are implemented effectively and efficiently.
- Develop budgets for approval by the Board. This includes development of operating forecasts, expenditures, operational results, and financial performance.
- Ensure audit processes are carried out and reported to comply with relevant legislation, the Alkira Constitution.
- Ensure that Alkira is quality accredited and continuously strives to improve its process and the quality of services it provides and to foster innovation, learning and professional growth.
- Identify and manage corporate risks, including informing the Board in a timely manner of any issues of public concern or risk that may affect the organisation.
- Develop and maintain an effective organisational structure, establish, and document clear roles and responsibilities for individuals within the organisation.
- Ensure that the Managers and other staff practice responsible and ethical behaviour, integrity, transparency, and accountability and that they promote a culture that upholds Alkira's values.
- Establish and maintain effective control mechanisms for the Organisation's operation to ensure the integrity of internal control and management information systems.
- Develop and maintain appropriate strategies for effective engagement with appropriate industries, governments and communities that will lead to productive collaborations with stakeholders both inside and outside Alkira.
- Act as principal spokesperson for the organisation and promote their services to external stakeholders.
- Develop and maintain effective risk management strategies relation to areas such as finance/delivery of programs/people management.

Selection Criteria

Essential:

- Relevant experience in fields such as community or human services, health or business
- Extensive leadership and general management experience
- Exceptional relationship building and networking abilities
- Sound financial management, people management and quality management skills and experience
- Results orientated and outcome focused
- Excellent interpersonal, presentation and communication skills
- Ability to develop, manage and deliver customer-focused services
- High degree of integrity and a values driven approach
- Ability to work with all stakeholders to develop and implement strategic plans
- Understanding of the key elements of the NDIS

Desirable:

- Post graduate qualifications
- Membership of relevant professional body
- Sound IT literacy
- Understanding of building and property matters

Other requirements of the role:

- Current Drivers Licence
- Satisfactory Police Check
- Working with Children Check
- Any other requirements of NDIA and DHHS
- Travel may be required

Performance Review

Performance reviews will occur at least annually with the Board of Directors.

Alkira Centre Box Hill Inc adheres to the principles of Equal Opportunity Legislation.

Organisation Chart

Updated 01/07/2022

