

POSITION DESCRIPTION- Chief Executive Officer

Our Vision

Inspired by Edmund Rice, our vision is to enable people to feel included, to be active participants and to make a positive contribution to society.

Our Mission

We seek to empower the people whose lives we touch, through education and development of community with a special focus on youth leadership.

Department:	Management
Reference Number:	
Type of Employment:	Fulltime
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Social and community services employee level 9

1. POSITION OBJECTIVE	<p>The CEO of the Edmund Rice Centre WA manages the Centre in accordance with the organisation's vision, mission, philosophy, policy and procedures. The CEO is responsible to the Board of Management.</p> <ul style="list-style-type: none"> (a) To be accountable for the leadership and management of people and programs of the Centre. (b) To oversee the development and implementation of policy and procedures in consultation with the Board of Management, program evaluation, and professional and formational development of staff. (c) To oversee the volunteer workforce which is managed on a day to day basis by the Deputy. (d) To advocate where necessary and provide advice and welfare referral to people seeking assistance which includes public education activities regarding social justice issues. (e) To promote and manage the relationship with Edmund Rice Ministries Oceania (ERMO) in relation to any MOU's and the implementation of contracted services.
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2. KEY DUTIES AND RESPONSIBILITIES	<p>Governance and Administration</p> <ul style="list-style-type: none"> (a) To work collaboratively with the Board of Management. (b) To report to the Board of Management each month ensuring monthly program and finance reports are accurate and available in a timely manner. (c) To implement Board decisions. (d) To implement and review policies and procedures. (e) To report to the Board of Management any instances when the Centre's Child and Vulnerable Person Protection Policy is breached. (f) To oversee the timely production of the Centre's Annual Report. <p>Planning and Development</p> <ul style="list-style-type: none"> (a) To oversee, with the Board Chair and sub-committee if required, the development and implementation of ERCWA's three-year strategic plan.
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	<p>(b) To contribute to the planning of programs in accordance with the ERCWA Strategic Plan.</p> <p>(c) To coordinate the development of new or revised programs.</p> <p>Finance</p> <p>(a) To manage the annual budget.</p> <p>(b) To approve expenditure within budget.</p> <p>(c) To assist the Board of Management in the identification of funding and sponsorship sources.</p> <p>(d) To coordinate the preparation of applications for funding and write grant applications when necessary.</p> <p>(e) To prepare and sign off reports and the acquittal of grant monies.</p> <p>(f) To ensure that all specific insurances covering personnel, programs, and buildings are kept up-to-date and relevant.</p> <p>Management</p> <p>(a) To manage the staff and volunteers to ensure the smooth day to day operation of the Centre.</p> <p>(b) To ensure that the policies and procedures manual is up-to-date.</p> <p>(c) To implement program management systems including implementation and operation of appropriate IT systems.</p> <p>(d) To ensure a high level of communication throughout the Centre and its operations. i.e. staff meetings, staff memos, etc.</p> <p>Quality Assurance</p> <p>(a) To develop, implement, and evaluate management and service standards.</p> <p>(b) To ensure that occupational safety and health policies and procedures are always maintained with quarterly reporting to the Board of Management.</p> <p>Public Relations and Networking</p> <p>(a) To participate in meetings with other service providers, schools, councils, community and church organisations.</p> <p>(b) To participate in meetings with State and Federal Government when required.</p> <p>(c) To promote the work of the Centre via presentations, newsletter, website and other forms of social media such as Facebook.</p> <p>(d) To represent the Centre at public and media forums.</p> <p>(e) To make public statements about the Centre.</p> <p>(f) To develop local, regional, and state networks.</p> <p>Human Resource Management</p> <p>(a) To recruit and induct all staff.</p> <p>(b) To supervise and support staff and volunteers.</p> <p>(c) To ensure adherence by all staff and volunteers to ERCWA's code of conduct.</p> <p>(d) To arrange for replacement staff when required.</p> <p>(e) To manage professional training and development for staff members.</p> <p>(f) To organise annual staff performance reviews.</p> <p>(g) To handle initial grievances and informal dispute resolution.</p> <p>(h) To ensure that strict standards of confidentiality are observed in the management of any information revealed about a client, a staff member, a volunteer, and/or their families.</p> <p>(i) To draw the attention of all staff and volunteer workers to their professional responsibility in not divulging information, gained either confidentially or through hearsay, in any inappropriate forum.</p>
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	<p>(j) To ensure that all staff & volunteers are trained in the Centre’s Child & Vulnerable Adult Safety Practices & Procedures, including reporting requirements.</p> <p>Formation</p> <p>(a) To manage and program regular staff and volunteer formation.</p> <p>(b) To manage the adult professional development at the Centre.</p>
<p>3. REPORTING RELATIONSHIPS</p>	<p>The CEO of the Edmund Rice Centre WA reports to the ERCWA Board of Management.</p>
<p>4. QUALIFICATIONS</p>	<p>Qualifications and experience attained through previous appointments, service and/or study. [A minimum of five years of experience in a similar role is required for this position.]</p>
<p>5. SKILLS AND KNOWLEDGE REQUIRED</p>	<p>Strong people skills. Strong financial acumen. Detailed knowledge of policy, programs, guidelines, procedures and practices of the organisation and external bodies in relevant fields. Detailed knowledge of statutory requirements.</p>
<p>6. BEHAVIOUR TRAITS AND ATTITUDES TO AID PERFORMANCE</p>	<p>Strong moral compass in line with the values and aspirations of ERCWA:</p> <ul style="list-style-type: none"> • ability to welcome all people who present themselves at the Centre. • ability to welcome, respect and value diversity. • ability to foster harmonious relations between cultural groups. • an understanding of how to enable social change through empowerment. • management skills, budgetary experience. • a determination to achieve results in a timely manner.
<p>7. LEVEL OF AUTHORITY</p>	<p>This position requires the person to act with a great deal of autonomy in day to day activities.</p>
<p>8. DATE DEVELOPED</p>	<p>June 2014 October 2016 – Revised November 2018 – Revised February 2019 - Revised</p>
<p>9. DATE TO BE REVIEWED</p>	<p>2022</p>