

Executive Briefing Document

For the role of

Chief Executive Officer



DACSSA
DISABILITY ADVOCACY

November
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Table of Contents

About DACSSA.....	3
Values.....	3
The Position	4
Role Profile.....	4
Role Purpose	4
Key Performance Indicators.....	4
Key Responsibilities.....	4
Person Specification / Selection Criteria.....	6

About DACSSA

DACSSA believes every South Australian living with disability has the right to be heard.

Established in 1991, DACSSA is a for-purpose organisation providing independent support, information and advocacy for South Australians living with disability.

We advocate for inclusion, equality, choice, and social justice.

Values

DACSSA is driven by its values and celebrates diversity. We are accepting, inclusive and respectful of all individuals.

Client Focused



Our approach is person-centred, collaborative and strengths based.

Integrity



We build relationships of trust and are accountable for our actions.

Courage



We are confident to challenge the status quo and achieve change for people living with disability.

Respect



We pursue respectful and inclusive approaches to our work with clients and stakeholders.

Progressive



We strive to lead the sector with progressive thinking, appreciative enquiry and evidence based practice.

The Position

Role Profile

Title	Chief Executive Officer
FTE	0.5
Reports to	Board
Direct Reports	Program Coordinator Office Manager

Role Purpose

The Chief Executive Officer is a strategic role responsible for leading workplace culture, financial sustainability, partnership development and overseeing operational performance. The position works within the framework of the organisational purpose, values and direction established within DACSSA's Constitution as well as the policy and strategic direction of the Board, client and community needs and relevant legislation and regulatory requirements.

Key Performance Indicators

1. Achieving organisational purpose and outcomes
2. Strengthening financial sustainability
3. Growing DACSSA's reputation and credibility
4. Leading DACSSA's demonstration of its values

Key Responsibilities

1. Board Reporting & Support

- Provide transparent & effective information and reporting to enable the Board to fulfil its governance function and to inform organisational performance assessment and risk management.
- Produce monthly CEO reports that meet the strategic and operational compliance requirements of the National Standards for Disability Services, DACSSA's Constitution and legal obligations.
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2. External Relationships, Promotion and Representation of DACSSA

- Provide active leadership and systemic advocacy, ensuring DACSSA is influential within the broader community and contributing to sector wide policy and debate
- Promote and practice sound, constructive relationships with Federal, State and local Government bodies, ensuring adherence to Government requirements regarding reporting and accountability
- Develop strong sectoral relationships and strategic networks for the benefits of clients and DACSSA purpose and sustainability.
- Act as Public Officer and spokesperson for DACSSA.

3. Organisational Development and Strategic Management

- Participate actively with the Board in the development and evaluation of the DACSSA's values, purpose and strategy.
- Lead direct reports in the implementation of the strategic plan, policy direction and the fulfilment of operational objectives and strategies
- Pursue service growth & partnership opportunities including tendering and fee for service initiatives in line with strategic directions agreed by the Board
- Ensure continuous improvement of services, systems and delivery models and the ongoing viability and sustainability of the organisation
- Promote good governance by overseeing compliance with all internal and external financial and quality assurance audits.

4. Leadership and Staffing

- Lead, develop and continue to maintain a constructive culture which enables a positive client experience, financial sustainability and contributes to team performance
- Oversee the effective management of human resources, including recruitment and selection, reward and recognition, training and development, and performance management
- Advise the Board on structure and staff resources to maximise organisational capacity and capability

5. Financial, Risk and Compliance Management

- Ensure sound financial management of the organisation through overall responsibility for the preparation, implementation, monitoring and reporting of annual budgets, cash flows and re-forecasting as required
- Ensures organisational management and service delivery meets all relevant legislative, industrial, contractual and regulatory requirements
- Ensure the assets of the organisation are properly managed with the establishment of appropriate management systems and in accordance with the Board's policies and instructions
- Coordinate and manage the risk management and quality assurance framework for the organisation
- Act as an escalation point for Board reporting, financial reporting, program & resource management

6. Special Requirements

- Satisfactory National Criminal History Record Check
- Additional hours of work may be required
- May be required to travel intra/interstate on occasion
- Willingness to participate in an annual performance and professional review

Person Specification / Selection Criteria

Essential	Desirable
<ul style="list-style-type: none"> • Demonstrated ability to lead and empower a team to achieve organisational outcomes • Effective relationship building skills with the ability to grow collaborations and partnerships for improved outcome for clients. • Ability to advocate for and influence policy change, ideally within the disability or related sectors • Strong business acumen and ability to lead a not for profit organisation both strategically and operationally • Proven ability to facilitate organisational change including cultural change, new systems and business models • Knowledge of the National Standards for Disability Services and the National Disability Insurance Scheme and Appeals system • Knowledge of the principles and practice of good governance and regulation and legislation pertinent to non-government organisations • Tertiary qualifications in management, business administration and/ or human services essential 	<ul style="list-style-type: none"> • Experience in, or demonstrated knowledge of, working with people with a disability and their families • Experience in advocacy roles working with Government and other NGO's • Experience in working with the media