



POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER (CEO)

Position title	Chief Executive Officer (CEO), Neighbourhood Houses Tasmania (NHT)
Reports to	NHT Board
Direct Reports	All Staff and Volunteers
Location	16b Elmsleigh Road, Derwent Park, Tasmania, 7009
Employment Type	Full Time
Start Date	26 th June 2021
Tenure	<p>Initial 3-year contract with 6-month probationary period and thereafter the contract will be reviewed and re-assessed every 3 years to align with the then current funding cycle.</p> <p>Please Note: This position is dependent on the NHT being funded by the Crown through the Department of Communities Tasmania.</p>
Contract Inclusions	Garaging and private use of NHT vehicle within Tasmania, mobile phone and laptop both of which can be used for private purposes.
Modern Award	Social, Community, Homecare and Disability Services Industry Award [MA000100]
Modern Award Level	Level 8.3
Hours of Work	38 hours per week with flexibility as required
Required Meetings	As and when scheduled

The NHT Vision

Thriving Tasmanian communities.

The NHT Mission

A peak body supporting our members to make a difference through a community development framework.

NHT Goals

- To be a leader in community development
- The sustainability of the Peak Body

- A well-resourced network
- To increase the impact of our relationships and partnerships

NHT Values

- Collaboration: we work together for a common purpose.
- Leadership: we encourage, resource and support members and communities to shape a better future for everyone.
- Accountability: we are transparent in our actions, focus on improvement, take time to reflect and deliver on our commitments.
- Respect: we are fair, just and honest and treat people with kindness."

POSITION PURPOSE

The Chief Executive Officer (CEO) leads a team to support and develop the Neighbourhood House sector and to promote community development principles and practices in Tasmania. The CEO is responsible for the overall management of NHT, is directly accountable to the Board of Governance and responsible for all staff and volunteers employed by NHT.

POSITION SUMMARY

- Promote and deliver on the vision, mission and strategic plan of NHT to represent the interests of Members;
- Work to apply a community development model as the basis of operations and service delivery for the member network ;
- Proactively and strategically engage with and raise the profile of the Neighbourhood House network, including NHT;
- Build and maintain strong partnerships which support Neighbourhood House network engagement and development;
- Model and demonstrate leadership in quality service delivery and advocacy for the issues important to the network.

Specific Duties and Responsibilities

Member Support and Development

Workforce Development

- Develop partnerships with other agencies to maximise training opportunities;
- Oversee all NHT workforce development initiatives.

Organisational Support and Development

- Promote and facilitate building the strength, capacity and sustainability of Neighbourhood Houses through working with the NHT team to:
 - Develop and maintain strong relationships with and between existing members;
 - Inform and guide sound governance and management practices;
 - Support continuous quality improvement practices and processes in member organisations;
 - Deliver the communications strategy;
 - Research and inform members of relevant funding and partnership opportunities;
 - Support regional meetings and the development of peer support groups and mentoring relationships between Houses;
 - Provide individual, timely and appropriate support to Houses as needed;

- Support and assist with conflict management strategies;
 - Develop and review NHT publications;
 - Develop and review policies and procedures which support the work of Neighbourhood Houses;
 - Consult to identify current and emerging issues and work on strategies to address these issues;
- Remain current with changes in government and social policy development which may impact on the future development of the Neighbourhood network.

Engagement and Promotion

Build on the recognition of the importance and value of Neighbourhood Houses by working to:

- Advocate for the sector through NHT representation on relevant Government (local, state, federal), business, industry, community and other agency and service committees and working parties;
- Inform and influence key decision makers on the work of the Neighbourhood network;
- Raise the profile of the network, including NHT, through a planned approach to communications and marketing.

Expand partnerships with Government (local, state, and federal), business, industry, community and other agencies and services by working to:

- Identify and develop partnerships which align with NHT objectives;
- Strengthen current partnerships which increase the capacity of the Neighbourhood network to work through a community development framework to meet community needs;
- Raise the profile of the network, including NHT, through a planned approach to communications and marketing,

Advocate for increased resourcing for Neighbourhood Houses by working to:

- Research and collate data to support network funding submissions and applications to traditional and non-traditional sources of funding;
- Develop structured, compelling and holistic funding submissions which build the capacity of Neighbourhood Houses and address known common needs;
- Look at co-buying and other resource sharing capabilities.

Governance and Leadership

Model effective governance and operational systems

- Develop and implement a planning and reporting framework for NHT;
- Attract a diversity of funding sources and partners that support NHT objectives and appropriately resource NHT infrastructure;
- Develop and monitor, in consultation with the Treasurer and the BOM, NHT budget and financial position;
- Recruit, support, develop and lead NHT paid and unpaid workforce and ensure consistent application of NHT employment policies;
- Identify, develop and manage projects relevant to the work of the Association;
- Ensure all organisational accountabilities are met;
- Work within NHT Delegation of Authority document – *Board & Executive Officer Roles & Responsibilities Policy*

Support the community development work of Houses in local communities by:

- Continuing to build the understanding of community development principles in the network;
- Promoting the network as leaders in community development;
- Providing professional development opportunities in community development

Qualifications, Experience and Required Skills

Qualifications

- A degree in a relevant discipline is desirable but not necessary if experience and competency is demonstrated.

Experience

- Demonstrated experience and competency of at least 3 years in community sector management and the delivery of services to the community.
- Demonstrated experience and success in grant funding for community-based services is desirable.

Required Skills

- Current driver's licence;
- Demonstrated client service focus;
- Excellence in interpersonal communication and relationship building;
- Creativity;
- Demonstrated literacy, numeracy, accuracy and attention to detail.

Key Performance Indicators

1. Apply sound strategic and policy leadership to assist the NHT Board develop and implement a strategic plan which supports the NHT vision and the future growth and development of NHT. Develop a financially sustainable business plan which supports the strategic direction set by the Board.
 - a. Complete consultation with all 35 members, all current partners (signed MOUs) and local and state government bodies 9 months before a new 3-year funding agreement is due;
 - b. Yearly reviews no later than March of each year;
 - c. Develop a 3-year Business and Financial Plan, to be reviewed annually using Results Based Accountability (RBA) methodology;
 - i. The 3-year Business and Financial Plan must be presented to the Board for review by March of the year prior to the due date of the new 3-year funding agreement. The plan must demonstrate the sustainability for NHT;
 - ii. An annual review of the Business and Financial Plan with any adjustments and/or recommendations to be presented to the Board by March of each year after the beginning of the current funding agreement.
2. Develop and oversee a risk management plan for the NHT.
 - a. Attend 6-weekly meetings of the NHT sub-committee for Finance, Risk and Audit (FRA) and execute the decisions and/or directives of the Board resulting from the meeting within the time frame set by the Board.
3. Ensure NHT meets all funding agreement compliance, reporting and acquittal requirements in a timely manner.
 - a. Complete the Annual Grant Financial Accountability Reports (AGFAR) and the Audit submission for Board review by July 30 each year;
 - b. Complete and submit the AGFAR and financials by September 30 every year;

- c. Complete and submit the Department of Communities (DoC) report by the due dates twice a year;
 - d. Submit the Network collated report by the due date every year;
 - e. Complete and submit the Australian Charities and Not-for-profits Commission (ACNC) report by the due dates twice a year;
 - f. Complete 3 yearly full organisation audits and submit to the NHT Board by the due dates;
 - g. Submit mandatory yearly Test and Tag reports to the NHT Board when received from the competent body charged with the Test and Tag process for NHT;
 - h. Submit mandatory yearly fire, fire alarm, fire extinguisher checks, exit light checks and fire and emergency planning reports to the NHT Board when received from the competent body charged with this process for NHT;
 - i. Submit the quarterly BAS reports to the NHT Board when completed and lodged each quarter.
4. Ensure the ongoing development and improvement of the NHT culture, develop a cohesive and proactive network and build on the credibility of NHT within the community.
 - a. Prepare media releases and a regular member and community newsletter as determined in consultation with the NHT Board;
 - b. Release reports to the NHT network and friends of completed goals and achievements of NHT every month;
 5. Provide leadership to the team and manage the people and cultural resources of NHT, including the employment, management and development of team members. Ensure all staff are provided with clear strategic and operational direction, through regular work plans and performance appraisals developed in consultation with all team members.
 - a. Fortnightly team meetings;
 - b. Six monthly position reviews including;
 - i. Work plans;
 - ii. KPIs;
 - iii. Adjusted yearly employment agreements;
 - iv. Letter of employment status stating current contracted hours, hourly \$\$ amount under the award, role/s, contract term and other relevant employee information;
 - c. Team building exercises on a regular basis.
 6. Lead NHT advocacy activities including maintaining and developing relationships with relevant Government departments, with the member base, business and peer organisations.
 - a. Yearly budget submission prepared in conjunction with the Board by October 20th each year and presented to the Board by the prescribed date.
 - b. Attendance at relationship and/or advocacy building events throughout the year to ensure the maintenance and development of necessary relationships.
 - c. The delivery of NHT based promotional events every year aimed to ensure the members and the community are kept abreast of NHT activities on a regular basis. It is envisaged 4 such events will be conducted yearly including Neighbourhood Housing Week and the NHT Conference.
 7. Oversee the development and delivery of all communications, marketing and publicity materials including, for example, member communications, media materials and marketing collateral.
 - a. Develop, maintain and deliver the communication plan.

Additional Information

Occupational Health and Safety (OH&S)

All employees and contractors are required to carry out their duties in a manner which does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve OH&S.

Pre-existing injury

The person contracted to this position is required to disclose any pre-existing injuries or disease which might be affected by working in this position. This will assist the agency in providing a safe work environment.

Level of Responsibility

1. A high degree of responsibility for own work under broad direction from the NHT Board.
2. Responsible to the Board for all aspects of the NHT operation.
3. Manages other staff members and fully responsible for own work.
4. Works in accordance with all NHT's policies and procedures.

Travel

Frequent intrastate travel and some interstate travel is required.

Police Check/Working with Vulnerable People Check

Will be required to undergo a National Police Check and Working with Vulnerable People Check and these checks will need to be updated on a regular basis as required by NHT. The check results must be deemed acceptable by the NHT.

Further Information

For further information please contact Assurance HR Management on 1800 577 515 or email: to recruitment@assurancehr.com.au