

## Position Description – CHIEF EXECUTIVE OFFICER

<b>Position:</b>	Chief Executive Officer (CEO)
<b>Reports to:</b>	Committee President
<b>Hours:</b>	60 - 70 Hours per Fortnight
<b>Contract Type:</b>	Ongoing
<b>Classification:</b>	Social and Community Services Employee Level 8 Social, Community, Home Care and Disability Services Industry Award 2010

### **Preamble**

The Karinya House Committee and Executive have identified the culture of Karinya, as established by the Founding Members and developed under the tenure of the Association's Executive Director from 1997 to 2021, is the most critical point on which all organisational activity must pivot.

The Culture of Karinya is premised in an "Ethic of Care".

- Care is the basis of everything that Karinya does every day.
- Care of self (and ensuring this) supports Care for others.
- Care for the women we walk alongside.
- Care for staff and volunteers, including the committee.
- Care for our funding partners and donors.
- Care for our service partners.

In determining what makes Karinya work and what makes Karinya stand apart from other services, the overarching element of care has been identified as the key factor instilled over the first 24 years of the organisation. Excellence in service delivery and governance, stems from this most basic premise, that all things we do, every day, are done with care. Thus the **CEO** will be required to work from a basis of ensuring social justice principles and an ethic of care is embedded in all that Karinya House does.

The CEO will be expected to represent the Karinya House Practice Framework and continuing to drive change in the language used for women who are pregnant, or parenting and who are experiencing a period of homelessness or other complexities, to one that speaks with respect and recognition.

The role will be fully supported by a Services Director focused on the Practice of Care, and an Executive Officer and Finance and Business Manager, to drive strategy, governance and financial sustainability. These functions are also performed within the Karinya culture of care. **The Operational**

## **Overview**

Karinya House is a community based, not for profit organisation servicing the ACT and surrounding regions. For over 24 years, Karinya House has provided immediate support for women who are pregnant or have new babies and have nowhere else to turn.

As a twenty-four-hour, seven day a week service, Karinya House is the only service specifically for pregnant and parenting women in the region, offering residential as well as outreach case management and support

Karinya House recognises and acknowledges the unique lived experiences of women as they navigate building a future for themselves. Our practice framework is focused on developing a sense of hope and belonging, to effect lasting positive change in the lives of the women in contact with Karinya House.

By providing a framework of care that encompasses the whole person, practitioners walk alongside women as they develop their capacity to represent themselves and to make informed choices about their own lives. The Karinya House Practice Framework is founded within the principals of trauma informed care and practice. Individual casework management and flexibility in service provision are paramount at Karinya House.

Karinya is a non-government, non-judgmental and non-religious organisation.

## **The CEO will:**

- Ensure, in all things, an 'Ethic of Care' remains embedded within the everyday practice of Karinya and is further developed through the strategic leadership of the organisation. This includes continuing to implement the Vision, Mission and Values of Karinya House.
- Work in partnership with the Committee and Executive Staff Leadership Team to drive the implementation of the Karinya House Strategic Plan 2021-25 and the organisations vision more broadly.
- Be an inspirational leader with excellent interpersonal skills and cultural competency skills and the ability to communicate and collaborate effectively with a diverse range of stakeholders.
- Be a leader who will ensure the culture of the organisation is one that encourages and develops the gifts and strengths of each member of the Karinya team.
- Be able to strategically support the delivery of program outcomes with experience in operating in changing political and social environments and thinking innovatively with clear analytical frameworks.
- Have excellent stakeholder management skills and demonstrated ability to negotiate, advocate, and influence internal and external stakeholders at all levels, with exceptional skills in building and developing relationships for the benefit of women, including strategic funding partnerships.

- Contribute to the development and implementation of financial growth strategies, with clear understanding of short, medium, and long-term goals.
- Have experience in managing remote, diverse teams including staff and volunteers.
- Demonstrate capability in managing a high-risk work environment including appropriate compliance, support and guidance to the team.
- Share knowledge and experience of working within the community sector and with government, whilst recognising and valuing the diverse knowledges and experiences that exist across the Karinya Team and amongst the women the organisation walks alongside.

### **Key Responsibilities**

#### **Quality Service Provision – Innovation, Care and Growth**

- Ensure the values and character of Karinya House are maintained, with a particular focus on the Ethic of Care, as referred to in the Preamble of this position description.
- Support and stand alongside the Services Director, providing advice as required, to ensure the care services provided for women are research informed and exemplars of the ethic of care. This includes working directly with one or two women as part of their care team. This ensures overarching understanding of women being supported and issues arising remains current and actionable. This also ensures practical knowledge of care systems remains in place and their continued improvement remains in focus.
- Lead a culture of continuous improvement in service development and delivery that is embedded in contemporary and research informed models, practices, processes, and systems, within the context of available resources, contract requirements and organisational data.
- Anticipate and respond to external and internal operational drivers and provide authoritative advice on key matters, trends and developments to the Karinya House Committee.

#### **Governance & Compliance**

- Attend Karinya House Committee meetings to provide insights and advice and carry out and report back on Committee directives.
- Ensure strong and effective communication with the President, Office Bearers and all Committee members.
- Provide timely and relevant reporting to Committee on a regular basis, to ensure the Committee are across all organisational risks and opportunities to allow for well informed decision making.
- Ensure service targets set by funding bodies are achieved and adequately reported on.
- Ensure compliance and accountability under all relevant Acts and legislation.

## **Human Resource Management**

- Ensure staff and volunteers are managed in accordance with the values of the organisation, within the overarching premise of an 'Ethic of Care' and in accordance with the appropriate awards.
- Ensure that all staff and volunteers understand and respect Karinya House's Vision, Mission and Values.
- Promote an organisational culture of learning, reflective practice, open communication and problem solving. This includes providing mentoring and support to the Karinya team.
- Ensure organisational culture promotes person-centred, trauma informed care and supports the provision of a safe work environment,
- Lead the development of workforce plans (in line with budget) that build and develop organisational capability and capacity.
- Drive the implementation, monitoring and review of staffing policies, practices and performance development plans.
- Ensure that the organisational structure, policies and procedures support staff and volunteer rights and responsibilities, and all legislative compliance requirements.
- Provide leadership on cultural diversity issues and ensure staff are trained in cultural awareness.

## **Networking, Partnerships, Funding and Fundraising**

- Identify, build, and maintain positive relationships, within the overarching premise of an 'Ethic of Care' with key financial partners and donors.
- Lead engagement with appropriate and relevant sector and government partner agencies and networks.
- Exercise effective representation, strategic communication and advocacy through media and public forums, amplifying the voice of women who are pregnant, parenting and who are experiencing a period of crisis.
- Facilitate the provision of funding to support the ongoing activities and future development of the organisation by actively seeking out and securing fundraising opportunities, government and other philanthropic grants, individual donations and bequests.
- Ensure funding arrangements are broadly based to optimise the sustainability of the organisation.

**Financial Performance**

- Work in partnership with the Treasurer and Finance and Business Manager in the drafting of annual budgets and, once approved, ensure compliance with agreed targets and delegations.
- Ensure finances are monitored and managed as aligned to financial reporting frameworks.
- Liaise with the Financial and Business Manager to ensure the organisation meets its financial requirements, including by ensuring that expenditure, procurement and purchasing is cost effective, efficient and compliant with the funding authority's guidelines.
- Drive organisational financial sustainability strategies in line with agreed targets determined by the Committee.
- Ensure finance and risk management strategies are implemented.

**Risk Management**

- Ensure an effective and adequately resourced WH&S management system is in place which is supported by 'best practice' policies and procedures.
- Identify strategic and organisational risks and approve expenditure where necessary to control identified risks.
- Ensure that the organisational structure, policies and procedures enable the security, safety, functionality and maintenance of all buildings, equipment, motor vehicles and other assets of the organisation.

## **Selection Criteria**

- Experience that demonstrates an understanding of and commitment to the Vision, Mission and Values of Karinya House.
- Postgraduate qualifications in a relevant degree or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and high-level leadership expertise; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated capability in providing inspirational leadership within the Community/Health/ Not-for-Profit or related sector.
- Demonstrated experience in human resource management with a capacity to manage and mentor multi-disciplinary teams including volunteers in a complex, resource constrained environment.
- Excellent interpersonal and communication skills including influencing and negotiation skills and proven ability in developing and maintaining collaborative partnerships and stakeholder relationships.
- Demonstrated ability to work pro-actively and in partnership with the Committee and a small staff Executive Leadership team to deliver identified strategic outcomes.
- Demonstrated financial and business acumen with demonstrated experience in project management, understanding budgets, business plans and funding submissions.
- High level strategic, conceptual and analytical skills. Including demonstrated experience in independently analysing data, existing and emerging social policy, research and practice to identify risk, opportunities and issues for the organisation, with an ability to respond accordingly to address these, to achieve strategic goals.
- Demonstrated capacity to develop and implement frameworks that support the sustainable growth of a service within a social justice framework. This includes the assessment of the feasibility of current service resources (both financial and personal).
- Demonstrated knowledge of workplace obligations to, and experience in leading and cultivating workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace; including responding appropriately to adverse accidents, incidents, behaviours, issues, reports and the like.

### **Position Notes**

- Being female is a genuine occupational qualification of this position under section 34 of the Australian Capital Territory Discrimination Act 1991.
- You must have rights to work in Australia.
- Prior to commencing employment, you will be required to obtain the following, at your own cost:
  - Working with Vulnerable People Clearance.
  - Driving/ Licence record for the last 10 years from the relevant state/territory authorities, where you have held a driver's licence during this period.
  - First aid training, including CPR (or provide evidence of having completed this within the last 12 months.)
- You will be required to undergo a pre-employment:
  - National Police Check.
  - Child and Youth Protection Service Records Check.
  - Medical Check.

### **Submitting an Expression of Interest**

Expressions of Interest from suitably qualified and experienced candidates are open until **3pm Monday 31 January 2022**

Expressions of Interest must include the following:

- A Curriculum Vitae.
- A response to how your experience and qualifications meets each of the selection criteria.
- Details of three referees.

Expressions of Interest should be submitted to:

Belinda Munn

Karinya House - Executive Officer

[Belinda.Munn@karinyahouse.asn.au](mailto:Belinda.Munn@karinyahouse.asn.au)

**By 3pm Monday 31 January 2022**

Shortlisted candidates will be:

- Invited to attend Karinya House to view the facility and meet individually with members of the Executive Staff Leadership Team on **Saturday 12 February 2022**.
- Required to attend an interview in a COVID Safe manner on **Monday 14 February 2022**.

### **Enquiries about the Position**

For further information on the position or to receive an information package, please contact Belinda Munn, Executive Officer, on 0408 095 243 or [Belinda.Munn@karinyahouse.asn.au](mailto:Belinda.Munn@karinyahouse.asn.au)

**Extract from Social, Community, Home Care and Disability Services Industry Award 2010**

**B.8 Social and community services employee level 8**

**B.8.1 Characteristics of this level**

- (a) A person employed as a Social and community services employee level 8 is subject to broad direction from senior officers and will exercise managerial responsibility for the organisation's relevant activity. In addition, employees may operate as a senior specialist providing multi-functional advice to either various departments or directly to the organisation.
- (b) A person employed as a Social and community services employee level 8 will be subject to broad direction from management/the employer and will exercise managerial responsibility for an organisation. In addition, employees may operate as a senior specialist providing multi-functional advice to other professional employees, the employer, Committee or Board of Management.
- (c) General features of this level require the employee's involvement in the initiation and formulation of extensive projects or programs which impact on the organisation's goals and objectives. Employees are involved in the identification of current and future options and the development of strategies to achieve desired outcomes.
- (d) Additional features include providing financial, specialised, technical, professional and/or administrative advice on policy matters within the organisation and/or about external organisations such as government policy.
- (e) In addition, employees will be required to develop and implement techniques, work practices and procedures in all facets of the work area.
- (f) Employees at this level require a high level of proficiency in the application of theoretical approaches in the search of optimal solutions to new problems and opportunities which may be outside of the original field of specialisation.
- (g) Positions at this level will demand responsibility for decision-making within the constraints of organisational policy and require the employees to provide advice and support to all facets of the organisation. Employees will have significant impact upon policies and programs and will be required to provide initiative and have the ability to formulate, implement, monitor and evaluate projects and programs.
- (h) Positions at this level may be identified by the significant independence of action within the constraints of organisational policy.

**B.8.2 Responsibilities**

A position at this level may include some of or similar responsibilities to:

- (a) undertake work of significant scope and complexity. A major portion of the work requires initiative;
- (b) undertake duties of innovative, novel and/or critical nature with little or no professional direction;
- (c) undertake functions across a range of administrative, specialist or operational areas which include specific programs or activities, management of services delivery and the provision of high-level advice;

- (d) provide authoritative specialist advice on policy matters and contribute to the development and review of policies, both internal and external;
- (e) manage extensive programs or projects in accordance with organisational goals. This may require the development, implementation and evaluation of those goals;
- (f) administer complex policy and program matters;
- (g) may offer consultancy service;
- (h) evaluate and develop/revise methodology techniques with the organisation. The application of high level analytical skills in the attainment and satisfying of organisational objectives;
- (i) where the prime responsibility is in a specialised field, employees at this level would undertake at least some of the following:
  - (i) contribute to the development of operational policy;
  - (ii) assess and review the standards of work of other specialised personnel/external consultants;
  - (iii) initiate and formulate organisational programs;
  - (iv) implement organisational objectives within corporate goals;
  - (v) develop and recommend ongoing plans and programs.

### **B.8.3 Requirements of the position**

Some or all of the following are needed to perform work at this level:

- (a) Skills, knowledge, experience, qualification and/or training
  - (i) detailed knowledge of policy, programs, guidelines, procedures and practices of the organisation and external bodies;
  - (ii) detailed knowledge of statutory requirements.
- (b) Prerequisites
  - (i) qualifications are generally beyond those normally acquired through a degree course and experience in the field of specialist expertise;
  - (ii) substantial post graduate experience;
  - (iii) lesser formal qualifications and the acquisition of considerable skills and extensive and diverse experience relative to an equivalent standard; or
  - (iv) attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties of the position.