

POSITION DESCRIPTION

General Manager Women with Disabilities Victoria (12 Month Contract)

ADVERTISING DATE: 20 June 2018

POSITION CONTEXT

Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities.

Women with Disabilities Victoria has a strong track record in delivering programs to address issues arising from the intersection of gender and disability. Our advocacy work falls into three areas: Policy advice and representation to government (undertaken by the CEO and the Senior Policy Officer), the Workforce Development program, and the Community Inclusion and Women's Empowerment program. This work is supported by the operational areas of HR and Finance, and Infrastructure.

The role of General Manager is a new position that will be responsible to the CEO for the effective functioning of the organization.

EMPLOYMENT CONDITIONS

Salary and benefits:	To be negotiated
Conditions:	WHV Enterprise Agreement 2007
Hours Of Work:	68.4 hours per fortnight
Tenure:	This position is for 12 months and may be extended.
Position Location:	Level 9, 255 Bourke St, Melbourne.

Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- Must possess Australian Citizenship or permanent resident status with applicable work visa.
- WDV is a smoke free workplace.
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realizing substantive equality for women and women with disabilities.

POSITION OBJECTIVES

This position is a senior role responsible for building organizational capacity and capability to effectively deliver the WDV strategic plan.

KEY RESPONSIBILITIES

Strategic Direction

1. Support the development of strategic partnerships including partnership agreements and contracts in conjunction with the CEO and Program Managers in:
2. Ensure the implementation of internal systems and processes to deliver the Strategic Plan.

Management and Monitoring

1. Manage and support Program Managers, the Senior Policy Officer and the Executive Assistant within the agreed budget
2. Monitor the organisation's compliance with its constitution, relevant legislation, regulations, organizational policies and procedures, Service Agreements, Memorandum of Understandings and Partnership Agreements
3. Monitor and develop reports on the organisation's performance in relation to budget and other agreements with funding bodies and partners
4. Ensure early identification and ongoing management of risks to the organization.

Financial Performance

1. Ensure systems and processes are in place and complied with to support the WDV treasurer in ensuring the financial well-being of the organisation
2. Support the CEO in identifying funding opportunities and pursue those opportunities as supported by the CEO
3. Diversify revenue streams
4. Oversight of funding applications and proposals
5. Support program managers in scale up of programs at state and national level.

Human Resource Management

1. Work with the CEO to develop a workplace culture that
 - Reflects the values of the organisation
 - Encourages the professional contribution of women with disabilities
 - Promotes role clarity and accountability
 - Values and promotes learning and innovation
 - Supports good governance and good practice
 - Facilitates clear and appropriate communication across all parts of Women with Disabilities Victoria
 - Values and engages its membership.
2. Oversee the continued development of a reflective learning organisation committed to strategic and operational planning, setting performance objectives, professional development, policy development and review, evaluation, risk identification and risk management.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

1. This position work closely with the CEO
2. Positions reporting to this position are Program Managers, Senior Policy Officer and the Executive Assistant to the CEO and General Manager.

External

1. Funding bodies and sponsors
2. Strategic partners

Accountability

1. This position reports to the CEO
2. Oversee drafting of regular reports to the Board on Operational Objectives, Finance and Compliance.
3. Provide timely reports to government and philanthropic funding bodies against agreed deliverables.

KEY SELECTION CRITERIA

1. Demonstrated management experience including project development, planning and evaluation.
2. Demonstrated experience in making successful funding applications and funding monitoring and compliance.
3. A demonstrated commitment to the values and principles underpinning WDV
4. Knowledge of the key policy areas relating to the organisation's priorities
5. Proficiency in written and verbal communication and partner relationships
6. Demonstrated experience in leading a management team and guiding the continued development of a healthy workplace culture
7. Demonstrated experience in budget development and management
8. Lived experience of disability is highly desirable.