

**POSITION TITLE:** Chief Executive Officer

**DATE APPROVED:** June 2018

## **ABOUT WOMEN WITH DISABILITIES VICTORIA**

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.

This CEO will lead and manage the organisation with sound knowledge and understanding of the political, social, economic and environmental context and ensuring the vision, mission and core values of Women with Disabilities Victoria are practiced by all staff and volunteers.

## **EMPLOYMENT CONDITIONS**

**Hours of Work:** Full time with flexible work options available

**Position Location:** Level 9, 255 Bourke St, Melbourne.

### **Probity & Compliance Requirements:**

- Current consent to check and release National Police Record with a satisfactory outcome
- 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 purpose of promoting or realizing substantive equality for women and women with disabilities.
- The position is subject to a probationary period.

## **POSITION OBJECTIVES**

Provide organisational leadership to Women with Disabilities Victoria with a particular focus on:

1. The development and implementation of Women with Disabilities Victoria's Strategic Directions.
2. Manage Women with Disabilities Victoria external relationships, including with key policy makers, funders and service provider

organisations.

3. Actively develop an organisational culture that:
  - empowers and supports 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
4. Ensure the effective management of the resources of the organisation to deliver on strategic and operational priorities and continuous improvement processes.

## **KEY RESPONSIBILITIES**

1. Strategic and Policy
  - Lead the planning, implementation and evaluation of WDV strategic plan.
  - Provide strategic advice to the Board.
  - Promote WDV's public profile in a way that achieves influence and attracts resources.
2. Management of Women with Disabilities Victoria's key external relationships
  - Advocate for the organisation's key priorities and the interests of women with disabilities at departmental, state and federal levels.
  - Develop and maintain strategic networks
  - In partnership with the Chair develop the public profile of Women with Disabilities Victoria
  - Foster a spirit of collaboration amongst government and non-government agencies to progress the interests of women with disabilities
3. Management and Monitoring
  - Ensure the Board of Directors receive all information necessary to fulfil its governance responsibilities
  - Work closely with the General Manager to ensure the organisation's compliance with its constitution, relevant legislation, regulations, organisational policies and procedures, Service Agreements and Partnership Agreements.
  - Ensure early identification and ongoing management of risks to the organisation

#### 4. Financial Performance

- Ensure Women with Disabilities Victoria resources are used to achieve the strategic objectives
- Ensure systems and processes are in place and complied with to support the WDV Treasurer in ensuring WDV's financial well-being
- Support the General Manager in identifying funding opportunities and pursue those opportunities as supported by the Board of Directors

#### 5. Human Resource Management

- Work with the General Manager to develop an energised workplace culture that encourages the professional contribution of women with disabilities.
- Develop, monitor and audit personnel practices in keeping with best practice, industrial and professional standards.
- Ensure appropriate information is disseminated to staff.
- Ensure strategies to recruit women with disabilities into all key Women with Disabilities Victoria positions wherever possible.

### **ORGANISATIONAL RELATIONSHIPS**

#### 1. Internal

The Chief Executive Officer:

- Reports on delivery of agreed performance measures through the Chair/s to the Board of Directors
- Ensures appropriate support, supervision and performance appraisal for all employed staff
- Is engaged with the Women with Disabilities Victoria membership
- Supports the General Manager in the implementation of internal systems and processes to deliver the Strategic Plan.

#### 2. External:

The Chief Executive Officer:

- Builds relationships within the disability, community, and health sectors and with government
- Builds and sustains positive relations with key funding bodies.
- Remains engaged with women with disabilities.

## **ACCOUNTABILITY and EXTENT OF AUTHORITY**

1. The Chief Executive Officer is accountable to the Board for meeting the position performance measures as agreed annually.
2. Extent of authority is day to day management responsibility for Women with Disabilities Victoria and Expenditure within approved budget and up to \$20,000 outside approved budget.

## **SELECTION CRITERIA**

1. Knowledge of and commitment to a feminist framework and social model of health in advocating for women with disabilities
2. Experience in the design and implementation of strategic advocacy initiatives
3. Demonstrated communication and negotiation skills
4. Ability to represent Women with Disabilities Victoria at senior levels of government, the community and to industry
5. Track record in organisation development
6. Experience in partnership development and management
7. Ability lead within a team environment
8. Experience in managing diverse programs and projects, preferably within a disability, health or community environment
9. Understanding of business and financial management and experience in budget management
10. Professional skills, knowledge and proficiency in a specialised field gained through formal qualifications and wide and deep experience.
11. Personal experience of disability