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| **POSITION DESCRIPTION** | | | |
| **Role Title:** | Executive Manager Community Programs | | |
| **Classification:** | Salary | **Date Approved:** | 24th July 2017 |
| **Reports to:** | Chief Executive Officer | **Unit:** | Community Programs |

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| **ORGANISATIONAL CONTEXT** |
| Julalikari Council Aboriginal Corporation is an Aboriginal Community Controlled Organisation whose sole purpose is to enhance the employment, wellbeing, resilience and self-reliance of Aboriginal people in the Barkly region. This region has the fourth highest concentration of Aboriginal people in the country.  Julalikari Council has a deep commitment to Aboriginal participation in the design and delivery of its programs and services which has helped the Organisation to become pioneers in the design and delivery of many of our programs which are now adopted by governments and other Aboriginal service providers across Australia.  **Our Vision**  **Manu Anyula Parkamarri Wilyangka**  *Our Country, us mob, hold it strongly*  **Mappungku Anyula Maputarri**  *Together we will build*  **Yiwaji Pinangkaltinjiki**  *Pathways to learning*  **Our Values**  **Respect:** Our Country, to treat one another and others with respect.  **Integrity:** Us Mob, to be truthful, honest and ethical in our dealing with each one another and others.  **Accountability:** Hold it Strongly, to take responsibility for what we do and the decision we make.  **Unity:** Together We will Build, to speak and act as together hearing all people.  **Quality:** Pathways to Learning, seeing every task as an opportunity to improve what we do. |

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| **PRIMARY PURPOSE AND FUNCTION OF THE ROLE** |
| This role’s overall purpose within Julalikari is to oversee the operations of community service programs.  The Executive Manager will provide strong and effective leadership to the community programs to enable service delivery; client centred services; management of human resources; program performance and financial management; contractual compliance and risk management.  The Executive Manager will work in accordance with the values of Julalikari and support core business by providing service, guidance and advice within this position’s specialty area. |

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| **KEY RESPONSIBILITES** | **KEY PERFORMANCE INDICATORS** |
| **Contract Management**   * Oversee and manage service delivery to ensure compliance with all funded contracts and agreements. * Establish and maintain positive and effective working relationships with Australian and Northern Territory Government personnel and contract management teams. * Develop relationships and networks with community members and other key stakeholders to ensure relevance and quality of program being delivered by program units. * Client and community satisfaction with the programs being delivered. | * High quality performance and reporting that are timely and accurate and all contracts are fully complied with. * High quality, best practice services are delivered across the portfolio/programs. * Participate in meetings/forums with Australian and Northern Territory Government personnel. * Timely and accurate quarterly reporting against key performance indicators to CEO and Board of Directors. * Manage and update the Julalikari Compliance Requirements within the LOGIC Database. * Customer feedback processes in place |
| **Financial Management**   * Mentor managers and program coordinators to develop the annual budget for each program. * In collaboration with the Corporate Services Executive Manager oversee the maintenance of the assets register for each program area. * Monitor and oversee the Community Services performance against operating plans, financial budgets, identify variance; remedy or advice and recommend appropriate action. | * Quarterly budget reviews are undertaken. * Annual asset inspections are completed. * Quarterly Financial Reports are provided to the Chief Executive Officer and Board of Directors. |
| **Service Delivery**   * Develop and implement operational plans for Community Programs responding to priorities outlined in the Julalikari Strategic Plan, current community demand and relevant best practice evidence. * Ensure systems are in place to monitor the changing needs of the local community respond accordingly. * Ensure all funded programs are utilised and sustained at their optimum levels at all times. * Identify and complete funding and grant applications. | * Quarterly Reports reporting against operational plans are provided to the Chief Executive Officer and Board of Directors. * Operational plans developed and integrated across program areas. * Funded program areas are meeting key performance indicators. * High quality and best practice services are delivered. |

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| **KEY RESPONSIBILITES** | **KEY PERFORMANCE INDICATORS** |
| **Leadership and Management**   * Provide strong leadership to the Community Services Programs, fostering an environment which reflects the Julalikari Code of Conduct. * Management of the programs human resources in accordance with Julalikari policy and procedures and the delegations framework of Julalikari. * Ensure that appropriate position evaluations, staff establishment and performance appraisals are completed within the specified timelines. * Provide assistance with recruitment, selection and induction of staff. * Coordinate staff development and training programs appropriate to current departmental needs. | * Cooperative and professional working relationships are developed and maintained. * Delegated Human Resource Functi9ons are completed in accordance with time frames and standards. * Maintains accurate records on the Julalikari Quality Management System in relation to management of human resources. |
| **Quality and Risk Management**   * Create an environment where innovation and achievement are emphasised and recognised. * Ensure all delegated programs and services are compliant with relevant standards, legislation, policies and procedure and maintain relevant accreditations. * Monitor, review and benchmark services to ensure they remain appropriate and effective to meet community needs. * Ensure the effective management of risks in accordance with Julalikari’s Quality Management System. | * Program managers and coordinators are actively using the Julalikari Quality Management System. * Oversee the implementation of risk management strategies to ensure that programs are delivered within the Julalikari Risk Management Plan. * Cooperate and collaborate with the Corporate Services team to impart knowledge around audit, accreditation and compliance. |
| **Workplace Health and Safety**   * Ensure your personal health and safety, and that of others in the workplace. * Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety. | * Adheres to Work Health and Safety Policy and Procedure at all times. * Follows up on incidents and associated reporting in a timely manner. |

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| **KEY RELATIONSHIPS/REPORTING LINES** |
| **Accountability**  This position is accountable to the Chief Executive Officer.  **Executive Management**  This position works with the Executive Management Team.  **Direct Reports**  The position has the following direct reports:   * Program Manager Children’s Services * Program Manager Night Patrol * Program Manager Aged and Disability Services   **General Relationships**  Build effective relationships across the organisation with Local, State and Federal Governments, business and community groups. |

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| **QUALIFICATIONS AND OTHER REQUIREMENTS** | |
| **Essential**  Current NT Driver’s license  Ochre Card  National Police Certificate Clearance | **Desirable**  First Aid Certificate |

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| **SELECTION CRITERIA** |
| *Candidates for the position of Executive Manager Community Programs must address the following selection criteria:*  **Essential Criteria**   * Relevant tertiary qualification and/or experience in community services management * A proven track record in successfully managing community service programs * An ability to think and plan strategically * Knowledge and understanding of Aboriginal societies and culture, including issues effecting Aboriginal people in contemporary Australian Society * An ability to motivate, lead and manage staff to maximise their performance and their job satisfaction * Knowledge and experience in risk management and continuous improvement, budget preparation and financial control * At least five years’ experience in a management position   **Desirable**   * Demonstrated experience in senior management roles within an Aboriginal organisation * Post graduate qualifications in management or community services |

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| **APPROVAL** | |
| **Employee Name:**  **Employee Signature:** | **Date:** |
| **Managers Name:**  **Managers Signature:** | **Date:** |

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| **REVISION HISTORY** | | | |
| **Document Number** | DOC\_245 | **Approved By** | Chief Executive Officer |
| **Approval Date** | 24.07.2017 | **Implementation Date** | 24.07.2017 |
| **Created By** | Corporate and Community Services Manager | **Review Due** | 24.07.2019 |