

# Position Description

The Position Description forms a part of an integrated planning process to ensure that individual performances align with the strategies and community directions of ASG. The Position Description also provides the basis on which selection criteria for the position are determined.

## GENERAL DESCRIPTION

<b>Position:</b>	Chief Executive Officer	<b>Programme:</b>	Corporate Services
<b>Reports to:</b>	Directors of the ASG Board	<b>Location:</b>	Head Office
<b>Fraction:</b>	Full Time / Permanent	<b>Salary:</b>	Salary \$110,000 also includes fully maintained car and fuel plus salary sacrifice.

## PURPOSE STATEMENT

Aboriginal Sobriety Group Indigenous Corporation (ASG) is an Aboriginal Community-based organisation providing care and support to Aboriginal and Torres Strait Islander people to sustain social, emotional and economic wellbeing. It is the aim of ASG to improve the quality of life for Aboriginal people through the provisions of programmes and culturally respectful supports.

## ROLE PURPOSE

The Chief Executive Officer is responsible for the implementation and management of the organisations strategic and operational plans and for ensuring that the organisation meets its legal, contractual, financial, compliance and performance objectives within the strategic framework endorsed by the Directors of the Board.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Ensure that the annual strategic planning process is communicated with the Directors of the Board through reporting practices.</li> <li>Participate in whole of sector discussions and planning is cultivated through effective relationships with service providers.</li> <li>Identify key service performance indicators, monitoring against funding and Government requirements</li> <li>Ensure service delivery model is supported by the ongoing development, consultation and evaluation of the operational systems and that protocols are in place to ensure that they are effective, client focused, and consistently in line with the organisations strategic vision and objectives</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of strategic and operational goals and vision at Directors Meetings and communication</li> <li>Evidence and reporting of networking with the sector</li> <li>CEO report evidence at Directors Meeting or upon request at any given time.</li> <li>Collaborative approach and communication channels are documented and endorsed by the Directors of the Board</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to the development and continuous improvement framework of the organisations service delivery by undertaking such research and relevant data collection and contemporary information and preparing of reports</li> <li>• Ensure that all programmes are managed and running effectively and following organisational policies, procedures and funding requirements.</li> <li>• Ensure that the communication channels with Government Agencies, Funding Agencies, Directors, Managers, Staff and Community are aligned with the proper delegation reporting and recording mechanisms.</li> <li>• Ensure coordination and administration of the day to day operations are being met through the correct delegations of authority, this includes planning, organising, leading and controlling activities</li> <li>• Representing ASG through community events and sector forums or meetings</li> <li>• In consultation with Directors, grow the organisation through funding and grant applications. Maintaining records and ensuring compliance.</li> <li>• Evaluate client needs, initiate, monitor and implement appropriate client-focused programmes and plans.</li> <li>• Review and develop services and current programmes in response to changing community needs, making recommendations to improve service delivery under a continuous improvement framework</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of CEO reports tabled at Directors Meetings. 100% achieved.</li> <li>• Evidence of Meetings and Minutes with Managers of all programmes</li> <li>• 100% correct communication and documentation align with organisation policies and delegations to be maintain in current hard copy.</li> <li>• Evidence in the CEO Reports to the Directors of the Board</li> <li>• 80% Evidence of Attendance</li> <li>• 100% of Growth of organisation and evidence of applications submitted</li> <li>• Monthly reporting evidence from programme and service delivery</li> </ul>
<p><b>General Management</b></p>	<ul style="list-style-type: none"> <li>• Engage with Managers to ensure their programmes are achieving client targets and ensure KPI's are met in line with funding obligations.</li> <li>• Respond to requests for information according to Aboriginal Sobriety Group's policies and procedures.</li> <li>• Promote respectful community engagement processes</li> <li>• Manage the organisations safety, efficiently and effectively in accordance with ASG's rule book, delegations and policies</li> <li>• Identify, reduce and where practical eliminate risks through a structured risk management process at a strategic level. At an operational level, educate and monitor staff in their responsibility of identifying, preventing and managing risks</li> <li>• Ensure ASG complies with all relevant legislative requirements aligned in with our organisational policies and procedures</li> <li>• Ensure ASG business remains confidential.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly meetings with Managers – evidence captured in Managers Monthly Reports</li> <li>• Evidence that policies and procedures are adhered to</li> <li>• Evidence in CEO Reports</li> <li>• Evidence of reporting of compliance</li> <li>• Evidence of collaborative working relationships and risk management plans with ASG Programmes and reporting mechanisms</li> <li>• Evidence of compliance registers and communication with ASG staff</li> </ul>

<b>Board Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide timely and valuable information / advise to the Directors of Board</li> <li>• Ensure that the following matters are communicated to the Directors of the Board in CEO reports</li> <li>• Progress on Strategic vision of the organisation</li> <li>• Legislative / policy reviews</li> <li>• Budget and Financial Performance</li> <li>• Risk Management, Audits and Insurance</li> <li>• Public relations, research and advocacy</li> <li>• Information and Systems Management</li> <li>• Human Resources</li> <li>• Asset and Property Management</li> <li>• Organisational Policies and Procedures</li> <li>• Governance Matters</li> <li>• Programme and Service Delivery</li> <li>• Potential Funding and Grant Opportunities and / or partnerships</li> <li>• Networking</li> <li>• Maintaining Records</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence minutes and reports</li> <li>• Evidence of CEO Report and / or minutes of meetings at a Directors level</li> </ul>
<b>Organisational Development</b>	<ul style="list-style-type: none"> <li>• Develop the organisation in accordance with the Strategic Plan, client needs, industry representation, partnership organisations, business improvement and best practice models</li> <li>• Contribute to the organisations capacity through the provision of accurate and honest advice to the Directors of the Board in particular to organisations capability, client feedback and service delivery matters</li> <li>• Ensure the Directors of the Board are kept informed of networks, partnerships and future contract development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Meetings, Reports and Communication</li> <li>• Evidence of Meetings, Reports and Communication</li> <li>• Evidence in CEO Report to the Board</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Ensure the appropriate negotiation, implementation, management and evaluation of the organisations funding agreements</li> <li>• Develop and implement contract management protocols that are consistent with the Delegations of Authority procedure</li> <li>• Ensure effective negotiation and management of all insurance policies and claim</li> <li>• Ensure that Directors are informed of contract progress</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Reports and Communication</li> <li>• Evidence of Meetings, Reports and Communication</li> <li>• Evidence of Meetings, Reports and Communication</li> <li>• Evidence in CEO Report to the Board</li> </ul>
<b>Property and Resource Management</b>	<ul style="list-style-type: none"> <li>• Protect, manage and report of ASG interests in assets and property, including administration, security, tenancy, maintenance and insurance</li> <li>• Ensure that all programmes comply with legislative regulations or requirements</li> <li>• Ensure that the organisation benefits from the development and implementation of effective strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Reports and Communication</li> <li>• Evidence of Reports and Communication</li> <li>• Evidence of Meetings, Reports and Communication</li> </ul>

<p><b>People Management</b></p>	<ul style="list-style-type: none"> <li>• Day to Day management of ASG staff, volunteers and student placements and coordinating of contractors receive timely and accurate information on their roles and responsibilities and of ASG's objectives ensuring that all staff are aware of their Position Description, organisation policies and procedures and delegated authority awareness</li> <li>• Ensure the organisation effectively manages its human resources complies with legislative requirements through the development, implementation and systematic review of Human Resource Policies and Procedures</li> <li>• Ensure the recruitment and selection of staff meet the organisational policies and procedures and is consulted with the delegated authority</li> <li>• Provide leadership and direction in the management of organisations industrial relations through consultative and constructive approach within staff and their representation</li> <li>• Ensure the Directors of the Board consultation and ORIC Governance obligations are met</li> <li>• Ensure that the process of Quality Improvement framework is met and reviewed every 3 years in line with continued growth of ASG</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of HR recording</li> <li>• Evidence of review and endorsement of Policy by the Directors of the Board</li> <li>• Evidence of recruitment and selection of staff</li> <li>• Evidence of Documentation in HR personnel files</li> <li>• 100% of reporting evidence and communication</li> <li>• Evidence of consultation and recording</li> </ul>
<p><b>Financial Management</b></p>	<ul style="list-style-type: none"> <li>• Accountable for the organisations financial performance through the effective preparation, management and monitoring of the budget and cash flow statements relating to the programmes of ASG</li> <li>• Ensure the Directors of the board are appraised of the organisations financial performance through the monitoring of organisations budgets and adhoc financial reports regarding progress in consideration to the identification and communication.</li> <li>• Ensure the organisation is able to respond to budgetary pressures through the implementation of budget variations and the development and implementation of appropriate action plans delivered to the Directors of the Board for endorsement.</li> <li>• Ensure all Managers of their programmes understand and are adhering to their own budgets</li> <li>• Ensure all ASG Management are abiding by the Financial Policies and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of Meeting and reporting to the Finance / Governance Committee Meetings</li> <li>• Evidence of Reports (when requested)</li> <li>• Evidence of Reports (when requested)</li> <li>• Evidence of communication and documentation</li> <li>• Evidence of communication and documentation</li> </ul>

## SELECTION CRITERIA

	Essential	Desirable
<b>Experience / Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum: Bachelor of Business Administration / Management or equivalent.</li> <li>• Ability to work in an Aboriginal &amp; Torres Strait Islander community-controlled organisation and with a wide range of people, including professional and non-professional staff, funding agencies, Indigenous clients and community organisations</li> <li>• Current Child Safe Environment Certificate</li> <li>• Current First Aid Certificate</li> <li>• Current Working with Vulnerable People Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to provide strong leadership and management experience in a community organisation.</li> <li>• Ability to work in an Aboriginal &amp; Torres Strait Islander community-controlled organisation and with a wide range of people, including professional and non-professional staff, funding agencies, Indigenous clients and community organisations</li> <li>• Ability to make good judgements and take quick decisions including operational planning, strategic planning and financial management</li> <li>• High level of experience in human resource management and the ability to prioritise, delegate and provide staff support and training to achieve organisational goals</li> <li>• Experience in overseeing day to day branch operations</li> <li>• Excellent written and oral communication skills</li> <li>• Sound understanding of income &amp; expenditure statements and budget projections</li> </ul>	<ul style="list-style-type: none"> <li>• Able to anticipate financial challenges and works with others to identify sustainable solutions</li> <li>• Track record of supervising a team within an Aboriginal Service Delivery environment</li> <li>• Ability to effectively communicate at all levels of the organisation</li> <li>• Previous leadership experience with demonstrated capability to mentor and grow a team of professionals</li> <li>• Working and reporting to a Board of Directors</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• knowledge of public policy and advocacy experience, ideally in the Drug and Alcohol sector</li> <li>• Sound knowledge of relevant government funding bodies and the ability to secure funds</li> <li>• Knowledge of Equal Opportunity, Work, Health, Safety and Welfare standards</li> <li>• Understands fully the resources required for the organisation's operational purposes</li> <li>• Knowledge in best practices when working with Aboriginal people, organisations and their communities</li> <li>• Knowledge of client care practices</li> </ul>	
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• influence and engage business and government leaders in building ASG Capacity</li> <li>• Focuses on long-term sustainability</li> <li>• Strong and credible interpersonal skills with the ability to build and lead a high quality, team and work with ASG stakeholders to build a strong network</li> <li>• Exceptional work ethic with a strong commitment to safe work practices</li> <li>• Demonstrated analytical and problem-solving skills and the ability to offer innovative solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to plan, organize and coordinate the completion of multiple jobs with multiple stakeholders</li> <li>• Ability to anticipate trends impacting the needs of ASG Clients and ASG Business model and identify appropriate responses</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent verbal, written and interpersonal communication skills</li> <li>• Ability to lead in a professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Sound accounting, financial control, and reporting skills</li> <li>• Hold or be willing to undertake fire safety training</li> <li>• Have a current Mental First Aid Certificate</li> <li>• Have a current First Aid Certificate</li> </ul>
<b>Licenses</b>	<ul style="list-style-type: none"> <li>• Maintenance of a full, unrestricted South Australian Driver's License.</li> </ul>	

## APPOINTMENT CONDITIONS

- Full time position
- Some out of hours may be required
- 6 month probationary – period (3 month (80 day) review and 6 month (160 day) review.
- On successful review wage to increased by \$10,000 (further increases dependant on funding)
- Tenure in this position is subject to ongoing funding.
- Appointment is subject to a satisfactory Working with Children and Vulnerable Persons Clearances.
- Current SA Driver's Licence and willing to drive in the course of work activities.
- Conditions of employment are in accordance with the 2019 Enterprise Agreement of Aboriginal Sobriety Group Indigenous Corporation.
- Duties of the position may vary according to business needs.

## WORK HEALTH AND SAFETY

Follow defined work health and safety legislation and Aboriginal Sobriety Group's policies and procedures related to the work being undertaken in order to ensure own safety and safety of others in the workplace.

## CULTURE & CODE OF CONDUCT

Aboriginal Sobriety Group Indigenous Corporation our goal of being client focused can only be maintained and enhanced with your assistance, and in joining our team, you share our commitment to providing the best service to our community. For this to be achieved, your ideas, suggestions, and initiative are encouraged as we strive to improve the way we do things.

Within the facility, we act with integrity and professionalism, in our dealings with each other and our clients. We have a commitment to ongoing professional development and to foster an environment where everyone's contributions are valued. Our work ethics centre on taking responsibility for decisions, pride in our work, sharing knowledge, and expertise with others, and a willingness to contribute to the resolution of issues in a collaborative manner.

## EQUAL EMPLOYMENT OPPORTUNITY

### Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive.

Duties may be added, deleted or modified, in consultation with the Directors of the Board



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Employer Signature:

Date: 23 July 2021

Print name: Ms Rosney Snell

Title: Chairperson  
ASG Directors of the Board

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Employee Signature

Date

Print name: