

POSITION DESCRIPTION

POSITION TITLE	Executive Manager Aged Care and Disability Services		
POSITION OVERVIEW	Lead and manage the strategic and business operations of WCS aged care and disability services.		
CLASSIFICATION	EM1	SERVICE LINE AREA	Aged Care and Disability
EMPLOYMENT TYPE	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	HOURS PER WEEK	38 hours
LOCATION	Callam Offices		
IMMEDIATE MANAGER	Chief Executive Officer		
INDUSTRIAL AGREEMENT	Executive Contract		

REPORTING RELATIONSHIPS

NO OF DIRECT REPORTS	3	NO OF INDIRECT REPORTS	76
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KEY RELATIONSHIPS

INTERNAL	Executive Team, Leadership Forum, Corporate Services, Aged Care and Disability Teams
EXTERNAL	Government and Community agencies; Peak bodies

KEY ACCOUNTABILITIES

- Develop, implement and evaluate strategic improvement initiatives that build organisational capability and contribute to long term growth and sustainability of WCS.
- Translate the organisation's strategic and business plans into operational goals.
- Develop specialist expertise and maintain market intelligence to assist with lobbying, advocacy and networking and generate initiatives in areas of service responsibility.
- Cultivate commercial orientation that results in long term growth and sustainability of WCS.
- Ensure effective management of financial resources to maximise results for service users and strengthen organisational viability.
- Foster and sustain mutually beneficial relationships and networks with government funding bodies, and other organisations.
- Work collaboratively across WCS to achieve whole of organisation outcomes.
- Operate as an effective member of the WCS Executive team.
- Oversee successful regulatory compliance on all service areas.
- Build teams with complementary skills and inspire others to achieve the highest level of performance through effective recruitment, performance management and employee development.
- Develop and maintain relevant policies and procedures and ensure continuous improvement strategies are encompassed and contribute to the performance of the Service Line and organisation.

- Work in accordance with workplace health and safety guidelines and organisational policies and procedures.
- Model WCS Purpose, Code of Conduct, Values and behaviours.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Demonstrated previous experience in a senior leadership role. • Experience in monitoring and developing service quality and practice. • Experience in working with complex service systems. • Experience in ensuring ongoing viability in fee for service funding models. • Demonstrated ability to achieve results through effective leadership of diverse teams with a focus on strategic and organisational objectives. • Demonstrated ability to effectively communicate, mediate and negotiate with a range of people including other community sector organisations and government bodies. • Effective management of financial resources of service areas to maximise results for service users and strengthen organisational viability. • Tertiary qualification.
Highly Desirable	<ul style="list-style-type: none"> • Demonstrated experience in working in the aged care and/or disability sector. • Training and/or qualification in leadership skills.
Other	<ul style="list-style-type: none"> • Ongoing employment is subject to a National Police check and a current ACT Working with Vulnerable People registration. • Demonstrated commitment to the Purpose and Values of Woden Community Service.

Document History	Original: March 2023	Revised:	Version: 1
Employee's name		Signature	DATE