



AUSTRALIAN
NETWORK
ON DISABILITY

Position Description



Chief Executive Officer Australian Network on Disability (AND)



Position Title:	CEO
Location:	Sydney
Direct Report to:	Board
Reporting into this role:	Leadership Team of 5
Role Status:	Full time permanent role
Date document prepared:	September 2020

About AND

The Australian Network on Disability (AND) is a not-for-profit organisation that is resourced by its 298 private, public-sector, and not-for-profit members to advance the inclusion of people with disability in business. We support our members to welcome people with disability as employees, customers, and suppliers. AND has 23 employees and an annual turnover of approximately \$3.5million.

We achieve this through building understanding of people with disability, connecting our members with each other and to university students and jobseekers with disability for internships and mentoring and helping members check their progress. We also develop and manage projects, publications, and consultancy services.

AND has an affirmative action employment policy in relation to people with disability and adjusts the recruitment, selection and employment process to accommodate individuals.

The objectives of the CEO

The CEO is responsible for the development and delivery of innovative services, supports and engagement with members as well as upholding the good reputation of the organisation across many stakeholders. The CEO is a thought-leader on inclusion of people with disability in business and is responsible for implementing the organisation's long and short-term plans. The CEO acts as a direct liaison between the Board and the leadership team.

Requirements

- Demonstrate strong personal, team and organisational leadership behaviours
- Build trusted relationships with members, people with disability, government representatives and other stakeholders
- Advocate for system improvement that improves the lives of people with disability and creates mutual benefit for business
- In collaboration with the Board, develop and implement strategic directions that are aligned with short-term and long-term objectives
- Develop and lead a high performing inclusive team with a passion for excellence, service, commitment, and innovation.

- Oversee all operations and business activities to produce results that are consistent with the overall strategy
- Direct the organisation's resources to fulfil its purpose
- Review and analyse performance to identify areas for improvement
- Ensure strong governance and accountability through policies and procedures and regular oversight
- Maintain a deep knowledge of key trends in disability policy and practice internationally and within Australia

Roles and Responsibilities

Specifically, the roles and responsibilities include:

- **Human resource management**
 - effectively attract, retain, and motivate talented and enthusiastic team members
 - deliver on the employee value proposition
 - manage the team according to approved policies and procedures that conform with current laws and regulations
- **Planning**
 - collaborate with the Board to develop strategic plans for the organisation and develop the business plans, responsibilities, timelines, and the resources required to achieve them
 - oversee design, marketing, promotion, delivery and quality of programs, publications and services
 - develop evaluation strategies and adjustment of systems, processes and structures in response to evaluation findings
- **Financial and physical resources management**
 - present the yearly budget for Board approval and manage the organisations resources within those budget guidelines according to current laws and regulations
 - undertake regular risk management analyses and implement strategies to prevent and mitigate risks
- **Representing the organisation**
 - consistently present the organisation and its purpose, programs, publications, and services in strong, positive light
 - represent AND at Reference Groups, Advisory Panels and stakeholder groups
- **Setting standards**
 - set the standards for the organisation and model ethical behaviour, loyalty, commitment, efficiency

- **Articulating the vision**

- create the right internal climate for the organisation
- clearly articulate the organisation's vision to the team and key stakeholders

- **Business Development**

- actively pursue strategic opportunities and partnerships within and between organisations
- develop taskforces and advisory groups to develop solutions to challenges experienced by government, members, and people with disability

Skills, Experience and Competencies

- Five (5) years senior leadership experience
- Proven experience in diverse business functions – finance, corporate governance, public relations, and marketing and communication
- Demonstrated expertise and effective collaboration with a wide range of stakeholders, including government agencies
- Strong commercial acumen and an ability to deliver outstanding results
- An exceptional communicator with the ability to inspire and influence others
- Analytical abilities, critical thinking and problem-solving skills
- Decision-making and persuasiveness
- Adaptability and resilience
- Passionate with strong belief in inclusion of people with disability and the benefits to business and the community
- Adherence to the highest ethical standards and principles of inclusion.

Application Instructions

To apply, go to fisherleadership.com and click on 'APPLY ONLINE' using reference **ANDceo1120**, and address your cover letter and resume to Kate Wheeler of Fisher Leadership.

Your application should include a brief covering letter clearly quoting ANDceo1120 and current resume; stating responsibilities and achievements against each role you have held.

Please ensure that you receive an email acknowledgement confirming receipt of your application.

The closing date for applications is **Friday 4th December 2020**.

