

Position Description CEO

Position Details	
Position Title	Chief Executive Officer
Service Centre	Administration
Direct Reports	4 Managers
Hours	Full-Time, 38 hours per week
Location	Level 5, 200 Adelaide Terrace, East Perth, WA, 6000

Organisational Context
<p>The Youth Affairs Council of Western Australia (YACWA) is WA's peak non-government youth organisation. YACWA operates primarily as a human rights organisation that seeks to address the exclusion of young people in a rapidly changing society. YACWA is widely respected and has a strong and diverse membership which includes policy makers, academics, youth workers and, importantly, young people, who are all passionate about achieving positive and meaningful outcomes for the children and young people of Western Australia.</p> <p>The Role</p> <p>The Chief Executive Officer (CEO) is accountable to the Board of Governance and has primary responsibility for the strategic and operational leadership of YACWA. The CEO ensures the sustainability of the organisation, oversees its work and external relationships to deliver its Strategic Plan and annual work plan.</p> <ul style="list-style-type: none"> This includes developing positive relationships with funding bodies to strengthen on-going funding and identify and capitalise on new opportunities for organisational funding. <p>The CEO also helps to lead change and shape systems and policy, by advocating to government and nurturing and building sector relationships to continue to strive for the best outcomes for our young people.</p> <p>The CEO will lead the organisation and the youth sector by:</p> <ul style="list-style-type: none"> Continuing to develop and implement the organisational governance and risk management framework. Supporting and developing a skilled and motivated workforce where people feel safe and valued.

- Liaising with existing stakeholders and building new relationships that help to influence policy and programs within the youth sector.
- Leading and championing policy responses and advocacy to ensure better outcomes and inclusion for young people, in line with YACWA's strategic plan
- Being a voice for young people and the sector on non-government and government committees.
- Maintaining relationships with key peak bodies and youth sector leaders
- Ensuring effective financial management including budgeting, reporting and audit; provide accurate regular financial reporting to the Board
- Overseeing all human resource processes
- Ensure YACWA complies with all necessary contractual, regulatory and legislative requirements
- Maintain reporting and relationship with YACWA Board of Governance and board sub-committees
- Identify, develop and diversify new business and funding opportunities

Position Summary

The CEO is accountable to the Board of Directors and has primary responsibility for the strategic and operational leadership and management of the Youth Affairs Council WA in accordance with the strategic plan, legislation and contractual requirements.

Major Accountabilities

Leadership

- Embrace, foster and promote YACWA's vision and values throughout the organisation.
- Role model exemplary culturally appropriate behaviours, act ethically and with integrity, and ensure that YACWA's ethos is consistently reflected throughout the organisation's operations.
- Lead strategic and other planning initiatives, and actively participate in, and contribute to, all relevant meetings.

Expected Results

- Effective leadership of YACWA, as indicated by behaviour and performance that is consistent with the vision and values of organisation.
- Ongoing advocacy that achieves high quality outcomes for the organisation's

membership and the young people they serve.

- Effective leadership that contributes to the development and maintenance of a best practice contract management framework.

Strategic Management, Risk Management and Performance

- Be accountable for the organisation's activities and performance against approved plans, and report to the Board of Directors on progress towards achieving these.
- Develop strategies and initiatives for consideration by the Board of Directors.
- Provide specialist advice and transparent communication on risk, strategic and operational matters to the Board of Directors including the preparation and presentation of Board reports and papers.
- Ensure a viable and sustainable future direction for YACWA that is in alignment with the organisation's purpose, vision, values and strategic plan.
- Identify emerging needs of the youth community and develop and provide advocacy responses and programs that meet those needs.
- Ensure that agreed organisational, contractual, financial and performance objectives are achieved.
- Ensure that effective risk management, due diligence and quality plans are in place and implemented.
- Foster a culture of continuous improvement in relation to the provision of services by initiating, contributing to, and implementing quality improvement ideas and practices.
- Ensure that effective risk management and quality plans are in place and implemented.
- Develop and implement effective organisational change management strategies as required.

Expected Results

- Quality and timely reporting to the Board of Directors on YACWA's activities against approved plans
- Continuous improvement strategies and results
- Financial viability and stability of all services and programs
- Effective risk planning, due diligence, risk management and compliance systems and processes
- Financial and service provision performance achieved consistent with benchmarks and objectives
- Effective project and business plans which deliver on time and on budget

Corporate Governance & Contract Management

- Ensure the organisation complies with all necessary contractual, regulatory and legislative requirements.
- Monitor the governmental or policy environment to identify changing needs and or new opportunities.
- Ensure that the service provision is underpinned by the development and implementation of operational policies, procedures and quality standards, and the maintenance of appropriate audits, documentation and records.

Expected Results

- All organisational contractual and compliance requirements are achieved
- Effective policies and procedures in line with legislative, regulatory, contractual and organisational obligations
- Statutory reporting and contractual documentation requirements achieved
- Accurate and timely financial and compliance reporting

Operational Management

- Lead, manage and supervise the YACWA workforce in the delivery of programs that achieve high quality outcomes for young people, members and stakeholders.
- Lead and manage financial and human resources in accordance with the policies of YACWA and the approved budget and business plan targets.
- Develop and implement effective business administrative systems and processes to ensure good governance, compliance with contractual obligations and legislative requirements and with organisational policies, procedures and processes.
- Ensure organisational compliance with relevant Human Resources policies, legislation and occupational health and safety requirements.
- Ensure adequate resources are available and effectively deployed to meet strategic business and operational needs. This will be achieved by allocating resources to services to achieve agreed outcomes.

Expected Results

- Ongoing improvement that achieves high quality outcomes for young people and key stakeholders.
- Effective management of YACWA's resources and assets including the financial viability and stability of all programs.
- Expert awareness of relevant and contemporary trends and issues impacting on young people and the organisations membership base.

- Effective staff management, development and support systems and processes.
- Effective change management processes and practices.

Community and Stakeholder Engagement

- Represent YACWA at an executive level in relevant external and internal forums, working groups and committees and foster strong and effective relationships with government agencies, key stakeholders and the community.
- Build and maintain relationships with Ministers, Heads of government, Peak bodies and Industry leaders with a proven ability to influence to effect change.
- Work collaboratively with the sector and young people to shape and develop policy responses and solutions, and champion these with decision-makers in government and the community.
- Develop effective business and strategic relationships to facilitate the identification of new opportunities to support organisational growth and expansion.
- Develop and maintain effective relationships with internal and external stakeholders and the general community to ensure the promotion of a positive image for YACWA.
- Oversee key youth events that promote the strengths of young people, support sector professional development and collaboration.
- Develop and expand YACWA's membership base.

Expected Results

- Strong partnerships with key stakeholders are developed and maintained.
- Effective advocacy and leadership in the community and within relevant professions and industries.
- Grow and develop the membership base, with positive feedback from members on the value of being part of YACWA.

Decision Making Authority

The CEO has the authority to make decisions in line with the YACWA delegation matrix and other policies and procedures.

Reporting Relationships

- Finance Manager
- Advocacy & Engagement Manager
- Advisory Service Manager
- Programs Manager

Qualifications, skills and experience required for this position

Essential

1. Considerable experience in providing high level strategic and operational leadership and management in a not for profit or commercial environment.
2. High level interpersonal skills to engage with staff, stakeholders and the broader community to effectively network, advocate and influence at operational, policy and strategic levels.
3. Demonstrated experience in managing change, developing a culture of continuous improvement and maintaining awareness and organisational readiness to respond to changing community needs and government policy.
4. Demonstrated experience in high level advocacy, including with government departments.
5. Considerable experience in working with a Board of Directors – including effective communication, reporting, engagement and provision of quality and timely advice and support.
6. Substantial experience in managing government service delivery contracts, and associated reporting and regulatory requirements.
7. Strong business acumen and the ability to effectively manage financial resources and align organisational systems and resources to achieve YACWA's objectives.
8. Tertiary qualifications in Business Management, Community Services, Financial Management or equivalent related to the role requirements

Desirable

1. Experience or knowledge of the youth homelessness, justice, mental health and FDV sectors
2. Graduate of AICD Company Directors Course or similar governance qualifications
3. Experience in Social Enterprise and traditional fundraising methods
4. MBA or working towards completion