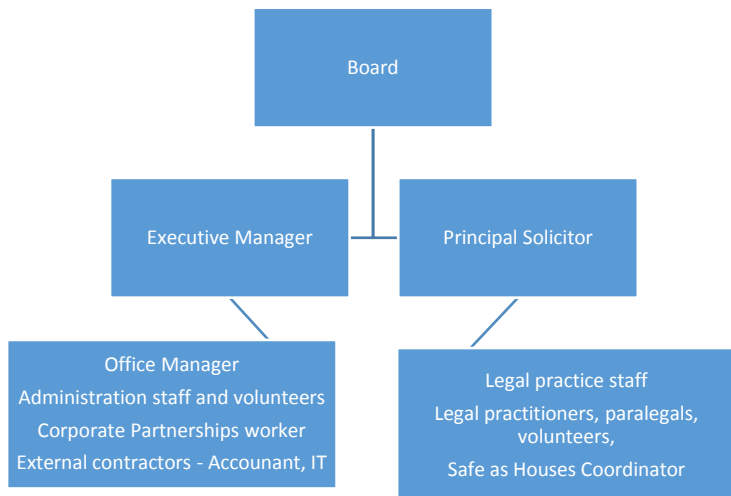


# Position Description

Position Title: Executive Manager Relevant Documents:		
Classification: SCHDSI Award Level 8 TWA Scale Level 10 Full time wage July 2017: \$101,600	Appointment status: 0.8 FTE Permanent OR 12 month contract at the applicant's preference	Authorisation: Board
Reports to: Board ↓ Executive Manager		Roles reporting to this one:  Office Manager Administration Officer Corporate Partnerships Officer
<p><b>Organisational Relationships</b></p>  <pre> graph TD     Board[Board] --- EM[Executive Manager]     Board --- PS[Principal Solicitor]     EM --- OM[Office Manager Administration staff and volunteers Corporate Partnerships worker External contractors - Accountant, IT]     PS --- LPS[Legal practice staff Legal practitioners, paralegals, volunteers, Safe as Houses Coordinator]       </pre>		
<p><b>Key accountabilities</b></p> <ul style="list-style-type: none"> <li>• Member of leadership and management team</li> <li>• Reports to the Board</li> <li>• Works closely with Principal Solicitor</li> <li>• Line manager to office administrators and corporate partnerships officer</li> <li>• Centre operations and corporate governance</li> <li>• Corporate partnerships and community sector organisational relationships</li> </ul>		
<p><b>Responsibilities</b></p> <p><u>Leadership and strategic direction – in conjunction with the Principal Solicitor</u></p> <ul style="list-style-type: none"> <li>• Work with the Board, Principal Solicitor and leadership/management team to develop and achieve TWA vision, purpose and strategic directions</li> <li>• Identify opportunities for projects which attract further funding that support activities and reflect the objectives and mission statement of TWA</li> </ul>		

- Maintain a high level of communication and shared knowledge of the organisations objectives with the staff and volunteers.
- Provide leadership, direction and supervision to staff
- Ensure that the viability and sustainability of the organisation aligns with TWA strategic vision and objectives.

#### Operations Management

- Co-ordinate and supervise administrative support requirements
- Ensure policy and procedures manuals are up to date and implemented
- Ensure compliance with all legal requirements and obligations – including taxation, insurance, superannuation, industrial awards, occupational safety and health, privacy and equal employment opportunity.
- Ensure organisational risks are identified and appropriately mitigated in accordance with risk management policies.
- Develop and implement annual Corporate Services Plan ensuring the systems, equipment and other resources for delivering services are the most effective available in budget.
- Oversee the information systems

#### Financial Resources

- Oversee practices and ensure compliance with Financial Policy and Procedures
- Provide direction, guidance and support to Office Manager (bookkeeper) and Accountant
- Deliver monthly and annual financial statements for the Board
- Develop and monitor annual budget, forecast and cash flow
- Oversee the financial auditor process
- Manage the payroll function
- Provide financial modelling for funding submissions
- Authorise payments
- Acquit contract and funding obligations.
- Ensure the efficient and effective use of all resources and establish and promote an environment of accountability to guide the use and expenditure of financial resources.

#### Human Resources Management

- Co-ordinate the development, review and implementation HR Policies and Procedures
- Undertake organisational staff reviews and develop training plans for administration and corporate services staff
- In consultation with the Principal Solicitor and the leadership/management team review organisational structures and JDF's as required to meet organisational needs
- In consultation with the Principal Solicitor and the leadership/management team recruit staff and co-ordinate induction of new staff
- Ensure staff records are maintained in a secure environment

#### Corporate Governance

- Provide written reports to the board on progress against the strategic plan and all aspects of corporate services
- Manage secretarial support to the board

#### Corporate Partnerships and Stakeholder Relationships

- Lead the development and implementation of TWA Corporate Partnerships strategy

- Establish and maintain positive collaborative relationships and partnerships with external parties and a positive profile with the public generally, including effective communications and brand management strategies.
- In conjunction with the Principal Solicitor, Effectively represent the interests of TWA with key stakeholders including:
  - major funding organisations;
  - government agencies;
  - the legal profession
  - the community legal sector;
  - peak organisations; and
  - community members.

## **SELECTION CRITERIA**

### **Essential Criteria**

#### **Social Justice**

Demonstrated commitment to social justice, with a track record of delivering services or reforms to improve social justice, and a commitment to fulfilling Tenancy WA's mission.

#### **Strategic Leadership**

Demonstrated capacity to identify organisational opportunities, lead innovation, and deliver effective outcomes.

Demonstrated capacity to create, sustain and influence a wide range of networks, partnerships and alliances to advance the organisation's objectives.

Excellent written and spoken communication skills with the capacity to communicate effectively in a wide range of circumstances and audiences – eg funding tenders, partnerships negotiation, community engagement.

Capacity to work collaboratively with Board and Principal Solicitor, and to inspire, guide and develop staff and volunteers to deliver quality services and achieve the organisation's mission.

#### **Operational Management**

Prior experience in a leadership role with responsibility for financial management (preferably 3 years or more experience in a financial management role)

Demonstrated capacity to ensure effective organisational systems for compliance, risk management and effective service delivery and management.

#### **Desirable (no need to address these criteria in the written application)**

Community sector experience will be valuable, particularly an understanding of community sector funding dynamics and government contract management.

Tertiary qualifications, a wide range of tertiary qualifications may be relevant including MBA, AICD, public policy, social services, other areas of study requiring critical thought and research.

**Review Date:** End of 3 month probation, at 1st anniversary and then every 2 years by Chair