



POSITION DESCRIPTION

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| Title: | Regional Manager – ACT region |
| Enterprise Agreement: | Social and Community Services Employees (State) Award 2010 |
| Classification: | Community Service Worker above award (\$100,000 p.a.) |
| Usual work location: | Canberra ACT |
| Cost Centre: | 191 |
| Usual hours of work: | Full-time (76 hours per fortnight) |
| Position Objective: | Responsible for the management of a range of Community and Health Service programs across the ACT Region. |
| Position Responsibilities: | <ul style="list-style-type: none">• Provide strong leadership consistent with the vision, mission and philosophy of the organisation.• Facilitate the development and implementation of regional and service plans in your area of responsibility in accordance with the agency's strategic plan.• Facilitate the negotiation of funding agreements and ensure compliance requirements are met.• Develop and maintain key stakeholder partnerships.• Actively pursue new programs consistent with the organisation's strategic directions for growth and development.• Participate at a management level in decision making on operational matters and the future development of the organisation.• Ensure staff are supervised and supported in the performance of their roles in accordance with |

the organisation's policy, procedures and systems.

- Take direct leadership and responsibility for the financial management including the preparation of budgets and monitoring of overall expenditure to ensure it remains within budget.
- Ensure appropriate service policy and procedures are developed and implemented so as to achieve the objectives of the individual services.
- Participate in the implementation of the Sanctuary Framework
- Ensure a high priority of client focus in all services and programs
- Ensure professional management of service user records and service data.
- Ensure that all WHS requirements are carried out in services under your responsibility.
- Undertake other duties within skills, competence and ability as required.

Key behaviours:

Analysis

Reviews and analyses information and recommends a specific course of action.

Communication

Communicates clearly and accurately – listens to and understands the views of others.

Decision Making

Makes decisions based on rational and logical assumptions and after considering organisational priorities.

Flexibility

Recognises and responds to unanticipated events and requirements or sudden changes of priority.

Leadership

Uses appropriate interpersonal styles and methods to guide individuals or groups towards achieving results.

Outcome focused

Identifies and accomplishes challenging objectives by doing whatever is necessary to achieve the goal.

Problem Solving

Identifies and defines problems and feasible solutions through gathering and analysing information

Reliability

Adheres to routine and follows instruction in order to ensure consistency in process and result.

Supervision

Directs, motivates and trains a team through personal example while ensuring a productive team environment.

Key skills:

- Well-developed leadership skills at a senior management level
- Well-developed organisational skills
- Project management
- Excellent communication and presentation skills
- Excellent written skills and ability to prepare reports
- Demonstrated financial management skills across multiple budgets, income streams, cost distribution, monthly reporting on expenditure against income
- Well developed computer literacy skills, including word processing
- Ability to negotiate with the complexity of senior Government and NGO stakeholders involved in the delivery of educational, primary health, housing and community support programs

Key knowledge areas:

Complex needs clients in the 12-25 age cohort, clinical services management, community services delivery, youth culture and diversity, service and staff management

Key experience:

Youth welfare/health service delivery and management; community services delivery and oversight; medical centre / clinical management experience; senior management

Qualifications:

Relevant human or health services degree

Requirements:

All applicants will be required to:

- Address the Key Behaviours, Key Skills and Key Knowledge areas against the Position

Responsibilities as outlined in the Position Description;

- have a Working With Vulnerable People clearance through the Office of Regulatory Services (ACT);
- Undergo both a National Criminal History Check and a psychometric profiling instrument – Safe Select™ prior to appointment.

Reports to:

General Manager, Community Services - Child, Youth and Family