



## POSITION DESCRIPTION

<b>Title:</b>	Regional Manager – Western Region
<b>Enterprise Agreement:</b>	Social and Community Services Employees (State) Award 2010
<b>Classification:</b>	Community Service Worker (CSW) –Grade 6 (\$105K - negotiable)
<b>Usual work location:</b>	Orange, NSW
<b>Cost Centre:</b>	191
<b>Usual hours of work:</b>	Full-time (76 hours)
<b>Position Objective:</b>	Responsible for the management and development of a range of Community Service programs across the Western Region.
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"><li>• Provide strong leadership consistent with the vision, mission and philosophy of the organisation.</li><li>• Facilitate the development and implementation of regional and service plans in your area of responsibility in accordance with the agency’s strategic plan.</li><li>• Facilitate the negotiation of funding agreements and ensure compliance requirements are met.</li><li>• Develop and maintain key stakeholder partnerships.</li><li>• Promote the organisation and pursue options consistent with the organisation’s strategic directions for growth and development.</li><li>• Participate at a management level in decision making on operational matters and the future development of the organization.</li></ul>

- Ensure staff are supervised and supported in the performance of their roles in accordance with the organisation's policy, procedures and systems.
- Participate in the financial management of the services including the preparation of budgets and monitoring of overall expenditure to ensure they remain within budget.
- Ensure appropriate service policy and procedures are developed and implemented so as to achieve the objectives of the individual services.
- Ensure that appropriate service user records and service data are maintained.
- Ensure that all OHS 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
- Well-developed organisational skills
- Project management
- Excellent communication and presentation skills
- Excellent written skills and ability to prepare reports.
- Well-developed computer literacy skills, including word processing
- Ability to negotiate with the complexity of stakeholders involved in the delivery of statutory OOHC

**Key knowledge areas:**

Out of home care, community services delivery, service and staff management

**Key experience:**

Child welfare service delivery and management and community services delivery and oversight an advantage; with out of home care experience essential.

**Qualifications:**

Relevant human services degree, with a preference for social work or psychology

**Requirements:**

All applicants will be required to:

- In writing address the Key Behaviours, Key Skills and Key Knowledge areas against the Position Responsibilities as outlined in the Position Description;
- Have a Working with Children Check through the Office of the Children’s Guardian (NSW); and
- Undergo both a National Criminal History Check and a psychometric profiling instrument – Safe Select™ prior to appointment.

**Reports to:**

Executive Manager of Child, Youth and Family