



## POSITION DESCRIPTION

<b>Title</b>	Deputy CEO (Strategy and Organisational Development)
<b>Reports to</b>	Chief Executive Officer
<b>Work Location</b>	Canberra, with regular regional and interstate travel required
<b>Working Hours</b>	Full time
<b>Annual Salary</b>	Negotiable consistent with advice on market remuneration
<b>Benefits</b>	<ul style="list-style-type: none"><li>• PBI salary sacrifice</li><li>• Fully maintained motor vehicle</li><li>• Additional long service leave</li><li>• Car parking</li><li>• Mobile telephone with reasonable personal use</li><li>• IT equipment with reasonable personal use</li></ul>

## **Anglicare Overview**

Anglicare exists to support the Anglican Church's mission by addressing social injustice and providing the highest quality care to all people in need regardless of their religion. Together with our owners – the Anglican Diocese of Canberra and Goulburn – and our partner Dioceses of Riverina and Western NSW, we have a particular commitment to supporting rural communities. Our vision is to develop innovative programs to alleviate poverty and ensure all people in our region are provided the opportunity to thrive and live a full life.

Over the next three years we will particularly focus on developing early intervention and prevention strategies for vulnerable children, young people and their families. Our aim is to break the cycle of inter-generational poverty. We will also aim to reduce disadvantage in local communities, especially under-served rural towns, through collaboration with Anglican parishes and other Ministry Units.

To fund these initiatives we are aiming to grow our discretionary income, including from Philanthropy and Retail (Op Shops). Additional untied donations from these sources means we can provide support when there is no Government funding.

Anglicare will also grow those services that can generate surpluses. We are seeking to develop new Disability Day Centres, Early Childhood Education Centres and Retirement Villages, especially in regional NSW. Across these three portfolios we will seek to embed chaplaincy services to ensure people can access appropriate spiritual care. Our Retirement Villages will also seek to diversify care offerings to better support ageing residents and expand the number of affordable rentals to address growing rates of homelessness amongst older Australians.

Our \$65m annual budget underpins our nearly 700 employees, 500 foster carers and 600 volunteers working across more than 50 locations across South and West NSW and ACT, providing services in the areas of out of home care, youth and family services, early learning, disability, health, homelessness, counselling, and retirement living.

## **Anglicare's vision**

Called by Jesus' example to respond to human need by offering loving service and address injustices in our society, we will be widely known for successful strategies to alleviate poverty in our region, and as a care provider highly trusted by beneficiaries as safe, well-governed and effective.

## **Position Objective**

Strategic and cultural leadership of Anglicare to ensure the agency is a provider of excellence in the community services sector as achieves its mission, with a particular focus on developing the organisational maturity and capability to meet our strategic goals. To drive its strategy, Anglicare must strengthen its approach to people development, workforce and culture, shared corporate services, business processes, business intelligence, brand development and philanthropy.

## **KEY RESULT AREAS**

### **Values and Behaviour**

Ensure that Anglicare's values of compassion, dignity, inclusiveness, integrity, professionalism and servant leadership inform and guide work relationships, management practices and service delivery. Promote servant leadership consistent with organisational values. Lead by example to ensure a positive workplace culture, focussed on quality care and service provision, and where staff (including employees and volunteers) feel valued for their contribution

### **Strategic Leadership and Performance**

Act as CEO when required and lead organisational cultural change including ability to incorporate their Christian faith commitment into his or her leadership.

Ensure implementation of the organisational Strategic Plan and the development and implementation of departmental business plans

Provide leadership and mentoring to a diverse range of professional corporate support staff - including communications, marketing, philanthropy, retail, research, evaluation, informatics, advocacy, legal and governance, policy development, records management, workforce development unit and the Registered Training Organisation (Anglicare College) – so that they are able to meet the strategic and business goals for each of their departments.

High level understanding of corporate performance monitoring in a Shared Services environment, capacity to provide advice on ways to improve service level arrangements and ability to work closely with Anglican Diocesan Services to ensure the provision of corporate services meets the ongoing requirements of Anglicare.

Ensure Key Performance Indicators are developed for corporate departments and agreed with the CEO in order to achieve strategic objectives and monitor organisational performance. Report results and progress to the CEO and initiate remedial action where shortfalls are identified. Develop budgets that align with strategic requirements and maintain expenditure within allocated budgets. Ensure assets and resources are managed efficiently.

Provide advice to the CEO on governance, strategic and operational matters and other key issues that have the potential to impact Anglicare's viability or its reputation

Develop strategies to ensure a positive profile for Anglicare within the Anglican Church, State, Federal and Territory governments, business community, community sectors and general public. Represent Anglicare and advocate on behalf of the organisation and its clients.

Ensure that Anglicare College is both strategically effective and financially viable.

Ensure Anglicare achieves its philanthropic (fundraising and retail) targets.

### **Organisational Development**

Implement policies and systems to improve quality, manage risk and ensure compliance with legislative, regulatory, funding body and policy requirements including work health and safety, financial management and safety of the vulnerable people we support. Ensure that the CEO is appropriately informed of significant risks and management responses.

Ensure an organisational structure that supports the Strategic Plan and that policies and systems are in place to monitor staff performance. Create and implement strategies for people development to ensure succession planning for key positions.

Ensure the implementation of a robust performance management system for all staff and report the results of senior manager performance appraisals to the CEO.

Participate in networks of Church agencies, community organisations and funding bodies to improve sector sustainability and outcomes for clients and to position Anglicare for continued growth. Stay abreast and keep the CEO informed of sector developments.

### **Direct Reports**

General Manager, Business Intelligence

General Manager, Communications and Fundraising

Head of Anglicare College

Governance and Legal Officer

Senior Manager, Tenders and Policy

Manager, Retail

**Other Significant Relationships**

Anglicare Board

Bishop of Canberra-Goulburn

Bishop of Bathurst

Bishop of Riverina

Chief Financial Officer, Anglican Diocesan Services

Director, Human Resources, Anglican Diocesan Services

Director, Risk and Legal, Anglican Diocesan Services

**Person Specification**

Degree level qualification in a relevant discipline

Proven successful experience as an Executive Manager in a complex service delivery environment

Proven financial acumen and a high level understanding of contemporary approaches to risk management

Proven ability to inspire confidence and commitment at all levels of an organisation

Commitment to the Christian faith and ability to incorporate this faith commitment into the exercise of his or her duties.