



ADACAS
A D V O C A C Y



CANDIDATE INFORMATION PACK

CHIEF EXECUTIVE OFFICER

CLOSE DATE: Midday Tuesday 20th OCTOBER 2020

ACT DISABILITY AGED AND CARER ADVOCACY SERVICE
02 6242 5060 ADACAS@ADACAS.ORG.AU
Unit 14 Weston Community Hub, 6 Gritten Street, Weston ACT 2611

Position Summary

CHIEF EXECUTIVE OFFICER

| | |
|------------------|--|
| Location: | Unit 14, 6 Gritten Street, Weston A.C.T. |
| Term: | Permanent; Full-Time |
| Remuneration: | Salary and benefits to be negotiated |
| Reports To: | ADACAS Board |
| Direct Reports: | Three |
| Annual Turn-over | Current turn-over is over \$2.5 million |

About ADACAS

The ACT Disability, Aged and Carer Advocacy Service (ADACAS) was established in 1991. Our Mission is to assert, promote and protect the rights and responsibilities of people with disability, people who are older, people experiencing mental ill health and people who are caregivers.

ADACAS is a human-rights focused organisation, which will celebrate its 30th year of operation in 2021. ADACAS currently employs around 25 staff, operating in program teams, who provide:

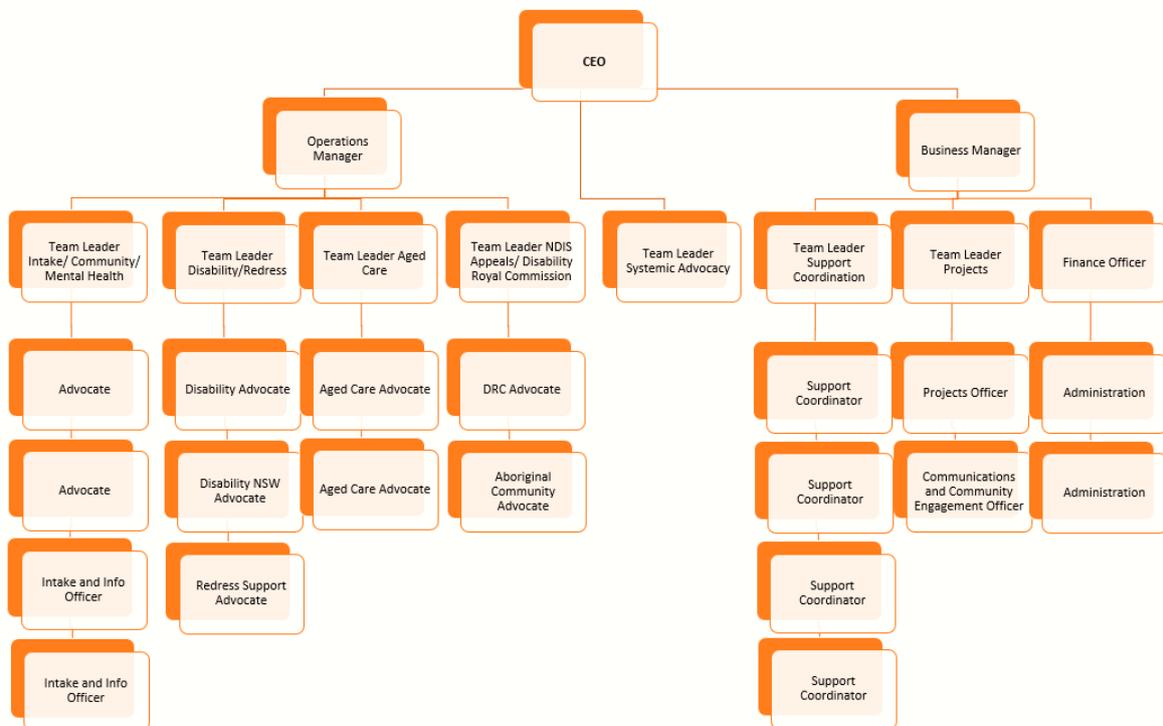
- Human rights-focused advocacy for and with people with disability, people experiencing mental ill health (or psychosocial disability), older people (65+ and 50+ for Aboriginal and Torres Strait Islander peoples), and caregivers.
- Support Coordination to assist National Disability Insurance Scheme participants to access supports in line with their funding package.
- Support to individuals who have experienced institutional child sexual abuse and are seeking access to the Commonwealth Redress Scheme.
- Administrative Appeals Tribunal Appeals support for people with disability so that they are able to appeal a decision made by the National Disability Insurance Agency.
- Advocacy for older people (65+, 50+ for Aboriginal and Torres Strait Islander peoples) either living in an aged care facility or their home.
- Disability Royal Commission support to enable people to make submissions to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability.
- Systemic advocacy, which aims to make positive change to policy, regulation and practice to better meet the needs of people with disability, people experiencing mental ill health, older people, and caregivers.

The ADACAS Board

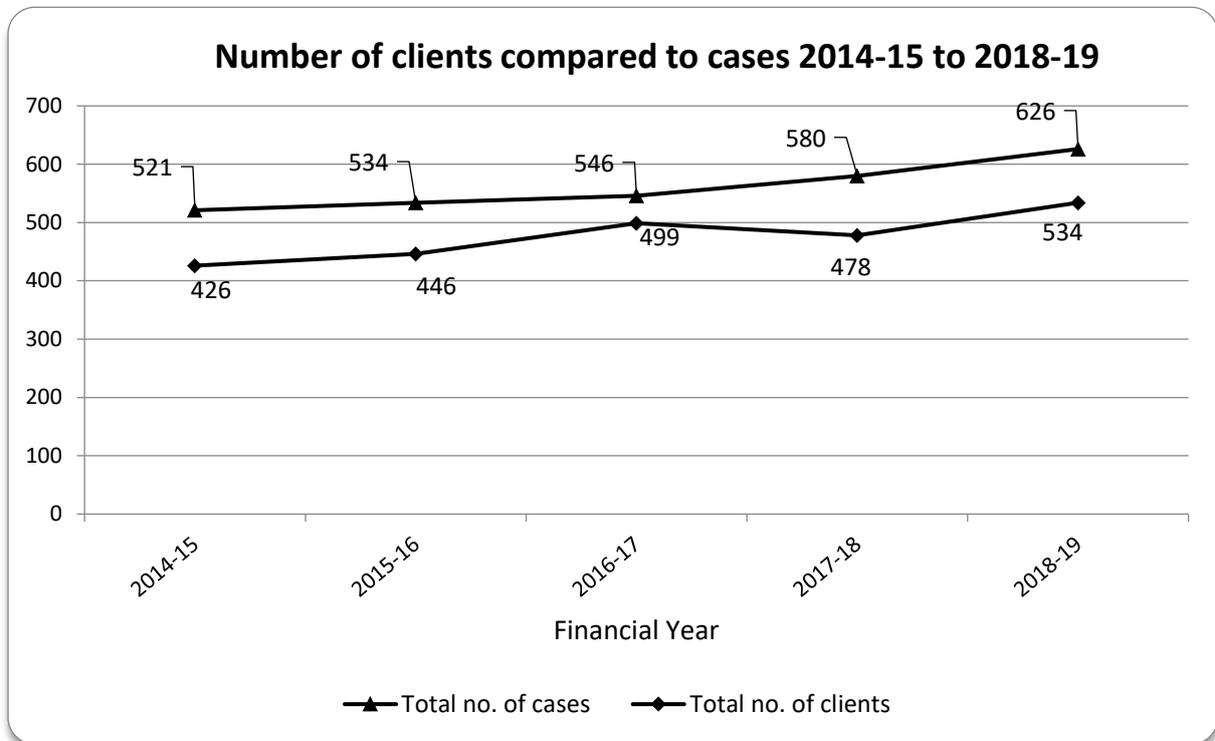
The ADACAS Board comprises nine members. Currently it meets every two months. It currently has two sub-committees: the Governance Committee and the Finance, Audit and Risk Committee. Current Board members are:

| | |
|--------------|---------------------|
| Chair | Helen McDevitt |
| Treasurer | Andrew Cameron |
| Board Member | Alana Fraser |
| Board Member | Chris Potter |
| Board Member | Dr Andrew Mathieson |
| Board Member | Gregory Mahony |
| Board Member | Kym Duggan |
| Board Member | Margo Harker |
| Board Member | Stephen Still |

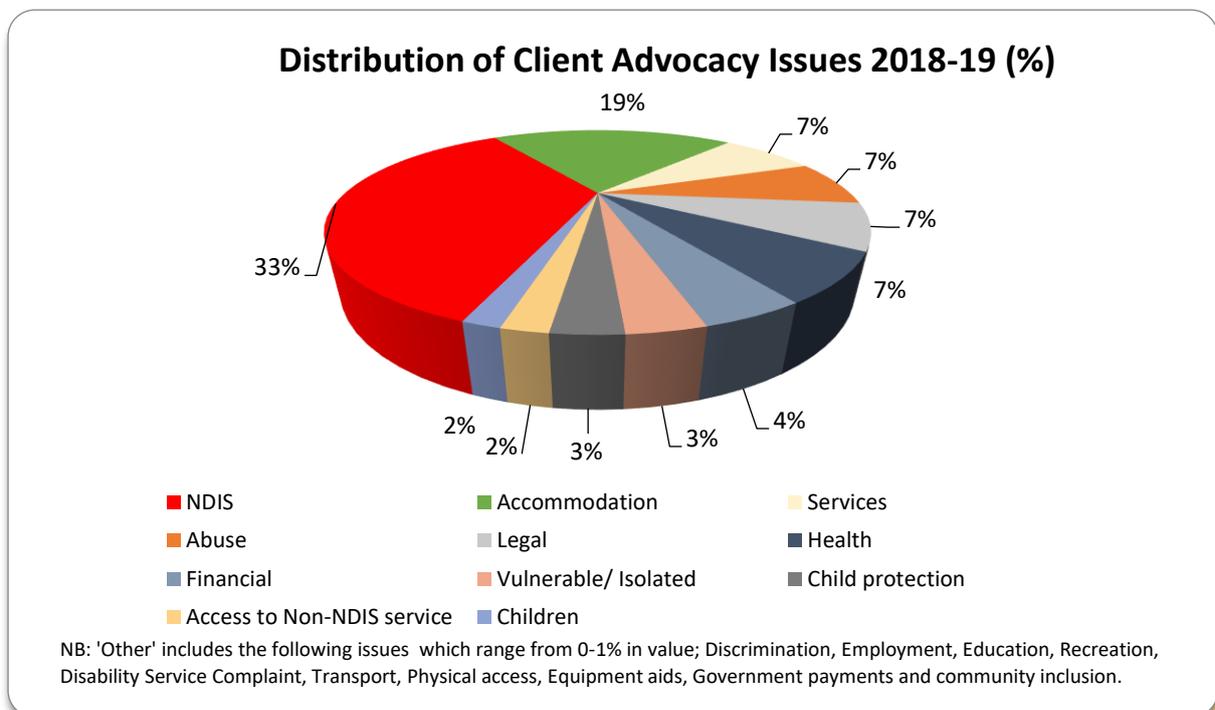
ADACAS Organisation Chart



Key Data 2018-19



ADACAS provided advocacy to 534 individuals over 626 various issues in 2018-2019



During 2018-2019 one third of issues faced by advocates related to the NDIS

More information on ADACAS' activities during the financial year 2018-2019 can be found in the Annual Report of 2018-2019 on the website at;

<http://adacas.org.au/about-adacas/corporate-information/>

ADACAS Strategic Plan

ADACAS currently operates under a 3-year strategic plan (2019-2022) with the following areas of focus;

- Continue to adapt and respond to the changing needs of our clients and achieve excellence in service delivery.
- Take a leading role to achieve social justice for vulnerable groups in the areas we serve.
- Work with community and government to make the ACT more inclusive and responsive to diversity.
- Continually improve and consolidate ADACAS' core resources and management to support its future operations.
- Review ADACAS' corporate structure to support growth and provide safeguards against future challenges.

Details of each focus area of the strategic plan can be found on the ADACAS website at;

<http://adacas.org.au/about-adacas/strategic-plan/>

About the Chief Executive Officer role

ADACAS is seeking a new Chief Executive Officer (CEO) to lead the organisation. The CEO of ADACAS provides leadership of the organisation and is responsible for the effective and efficient management of financial, human and information resources in accordance with legislative and funding requirements and the strategic directions set by the Board.

About You

As CEO you will bring strong, practical leadership skills, excellent strategic analysis and policy skills and demonstrate a clear focus on delivering mission-based services that achieve human rights for our clients. You will be an experienced CEO (or equivalent, such as senior executive), with a track record of leading and managing organisational growth and evolution. You will have advanced, negotiation and influencing skills, be a confident spokesperson and skilled at building networks and stakeholder relations.

You will have great people management skills that contribute to client outcomes through your support and leadership of the ADACAS teams. You will take a collaborative approach to building ADACAS strategic direction and then delivering on it, meeting your own KPIs and supporting the teams to meet theirs.

You will be able to demonstrate a strong foundational understanding of human rights and the impact of marginalisation on people with disability, older people and people experiencing

mental ill health. You will be able to demonstrate how your understanding of human rights translates into the work that you do and your leadership of the work of others. Past experience working in a rights-based framework or with ADACAS' client groups will be well regarded.

ADACAS takes seriously its responsibilities to maintain independence and be free from conflict of interest. You will be able to demonstrate your independence and freedom from conflict of interest. We carry out police and working with vulnerable people checks for all of our staff.

ADACAS CEO Position Description

Leadership

The CEO is responsible for leadership of the organisation including:

- Ensuring ADACAS activities deliver on its mission and objectives
- Development and delivery of the ADACAS strategic plan
- Representing ADACAS professionally and strategically, including by representing ADACAS on peak bodies and member organisations (including the Older Persons Advocacy Network and the Disability Advocacy Network Australia)
- Building and sustaining the ADACAS brand and reputation
- Building and maintaining strategic relationships with funding bodies, external stakeholders and partner organisations
- Developing written and oral submissions, and giving evidence, to Parliamentary enquires, Royal Commissions and other fora
- Acting with integrity and in line with the values, culture and code of conduct of ADACAS

People Management

The CEO is responsible for all ADACAS staff, paid and voluntary. This includes:

- Inspiring and motivating staff to achieve organisational goals
- Ensuring contemporary Human Resource policies are in place and implemented
- Leading, developing and managing staff
- Monitoring and response to the changing industrial relations environment
- Oversight of staff wellbeing and safety

Organisational Management

The CEO is responsible for the effective and efficient operation of ADACAS to ensure high quality service delivery that achieves client outcomes and positive systemic change. This includes:

- Having policies and systems in place to ensure effective people management, excellent service delivery, relevant data collection and analysis, quality management, and complaints handling
- Leading a culture that delivers excellence, promotes a culture of continuous improvement, enablement and innovation, and uses internal and external data to plan, deliver and evaluate our programs and services
- Using data to assess organisational performance and drive change

Financial and Risk Management

The CEO is responsible for the effective oversight and management of financial and other resources, ensuring compliance with all relevant laws and standards, and for effective risk management. This includes:

- Developing trusted relationships with funders to ensure client outcomes can be achieved through funding contracts and appropriate reporting
- Development and oversight of the budget in line with Board direction and risk appetite
- Formally reporting to the Board on finances, risk and compliance and control mechanisms

Governance

The CEO is accountable to the Board. The CEO reports to and supports the Board and regularly meets and consults with the Chair. This includes responsibility for:

- Ensuring ADACAS operations are in line with the parameters set by the Board
- Keeping the Chair and Board informed of substantial operational and corporate risks and issues
- Developing business plans, budgets and strategies for consideration by the Board, and implementation of these strategies
- Providing relevant information and reports to the Board
- Compliance with the Board's delegation policy
- Coordinating meetings and relevant events

ADACAS CEO Selection Criteria

In order to be selected for this position, applicants first need to demonstrate how they meet the criteria associated with the role. The Position Description provides information about the general duties of the role. We ask that applicants write a statement demonstrating how they meet the selection criteria, including by providing evidence of past performance.

SELECTION CRITERIA:

| |
|---|
| 1. Personal Qualities |
| <ul style="list-style-type: none">• A demonstrated commitment to human rights and social justice• Ability to inspire and motivate and lead change• A commitment to act ethically and with integrity |
| 2. Skills |
| <ul style="list-style-type: none">• Demonstrated skills and experience in leadership of organisations• Demonstrated ability in people, organisational, financial and risk management.• Excellent communication and collaboration skills, including stakeholder relationships and high-level representation, and public speaking and media skills.• Demonstrated ability to develop and implement strategic plans, in line with organisation purpose• Demonstrated use of data/metrics to inform and drive service performance and improvement |

| |
|--|
| <ul style="list-style-type: none"> • A sound understanding of policy and system reform, including the ability to make written and oral submissions to inquiries, Royal Commissions and formal consultative mechanisms |
| 3. Knowledge and Experience |
| <ul style="list-style-type: none"> • A sound understanding of best practice governance and experience in working with Boards • A sound understanding of and experience working with people with disability, older people, or people experiencing mental ill-health • A sound understanding of human rights and how these apply to the principles of advocacy, supported decision making and support services. |
| 4. Qualifications |
| <ul style="list-style-type: none"> • Tertiary qualifications in a relevant discipline |

Equal Employment Opportunity (EEO)

ADACAS is an advocacy agency based on the foundation of fundamental human rights and social justice for all people. ADACAS is an organisation which values and celebrates diversity. ADACAS recognises that this diversity, as demonstrated by the infinite variety of people, is a natural occurrence which adds to the richness of ADACAS, our community, and our own lives.

We recognise that the community as a whole becomes richer and stronger when people with different life experiences are able to make their contribution. As the broader community comes to experience and accept “different-ness” within itself, so the lives of people who are made vulnerable to discrimination and marginalisation, in particular, through disability or age-related disability, are made more secure and fulfilling. It is within this context that the ADACAS EEO policy has been developed.

The ADACAS Board is committed to ensuring that the most appropriate people are employed by ADACAS. These are people who are the most competent in their personal attributes, skills, experience and qualifications, and committed to promoting, protecting and defending the rights and welfare of people made vulnerable through disability and/or mental illness or age. ADACAS is an “equal opportunity” employer. ADACAS will not unlawfully discriminate against anyone in employment policies and practices, including recruitment, training, development and promotion, on the basis of (including, but not limited to):

- age;
- gender and transgender;
- sexual identity and preference;
- pregnancy;
- disability;
- race, colour, ethnic or ethno-religious background, descent or nationality;
- marital status; and
- carer’s responsibilities.

ADACAS unequivocally upholds the rights of people with any of the characteristics in all of the groups listed above to live their life as they choose without harassment.

How to apply

Your application should consist of:

- A statement demonstrating how you meet the selection criteria
- a résumé
- details of 2 referees (email and phone contact) who can verify your claims
- a covering letter explaining why you are interested in this role

E-mail your application to:

adacas@adacas.org.au

Or you may send your application by post to the following address:

ADACAS, PO Box 3167, Weston Creek ACT 2611

Please dispatch all postal applications in advance to ensure they are received by the closing date.

Applications will close at Midday on Tuesday 20 October 2020.

What will happen then?

We will acknowledge receipt of your application by email, so please include your email contact details as part of your application.

We will review all applications and short-list applicants on the basis of their claims against the selection criteria. Those people selected will be contacted to make arrangements for an interview. At that time, please let us know if you have any special requirements in respect of your interview.

After the interviews ADACAS will make an interim decision, based on your claims against the selection criteria and your performance at interview. We may contact your referees to verify your claims and our findings.

We will contact the preferred candidate to discuss details of remuneration, employment contract and commencement in the role.

If you are not successful, we will advise you in writing. You may request additional information on why you were not successful by arranging a return contact time to discuss the outcome.

Police Check/ Working with Vulnerable People Check

At ADACAS, staff work with people with disability, mental ill health and older people who are disadvantaged and/or vulnerable. To ensure the safety of our clients a police check and a Working with Vulnerable People Check (WWVPC) will be conducted on all ADACAS employees. ADACAS will meet the costs of the Police Check and WWVPC.