

<b>Role title:</b>	Chief Executive Officer
<b>Award:</b>	Social, Community, Homecare & Disability Services Award 2010 Social and Community Services stream, Level 8
<b>Location:</b>	Kura Yerlo Inc, 12 McLaren Parade, Pt Adelaide 5015
<b>Department:</b>	Executive Services
<b>Reports to;</b>	Kura Yerlo Board of Management
<b>Employment type:</b>	Full time (38hrs pw) Ongoing, subject to funding and satisfactory performance

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## **1. Essential Duties and Responsibilities**

### **1.1 Ensure the provision of sound financial management and maintain a healthy financial.**

#### **position by:**

- Establishing consolidated and program budgets in conjunction with the external accountant and Program Managers on an annual basis and regularly monitoring income and expenditure against budget allocations.
- Continually identifying and applying for new funding opportunities within the overall scope and mandate of the Centre's objectives
- Ensuring that appropriate financial management and accounting practises and systems are in place, in conjunction with the external accountant, Program Managers and finance officer.
- Liaising with the funding bodies and other Government Departments who oversee user-based funded services and ensuring that financial returns and acquittals are completed and lodged within the terms of the funding and user-based service reporting schedules.
- Responsibly responding to significant variations in the budget, over expenditure or under expenditure, and immediately informing and discussing with the Board of Management strategies to address their impact.

- Coordinating the preparation and presentation of the monthly Financial Reports to the Board of Management in conjunction with the external accountant and Treasurer.
- Coordinating the preparation and presentation of the Annual Audited Financial Reports and Committee Statements in conjunction with the external accountant, the Auditor and the Treasurer.
- Ensuring the completion and lodgement of annual financial reports to the Australian Charities & Not-for-profit Commission.
- Discussing with and seeking approval from the Board of Management for the expenditure of one-off un-budgeted items and for any expenditure that exceeds the financial delegation.
- Ensuring that proper banking procedures are in place and maintained.
- Being knowledgeable of and complying with various Acts, Awards, regulations, and guidelines concerning taxation, rate of payments, fees, levies, and other related matters.
- Having the ability to understand organisation wide issues and to advise the Board of Management on financial strategy, business models and associated costs and benefits.

## **2. Ensure the appropriate management of the Association's Human Resources by:**

- Providing direct supervision, guidance and direction to Program Managers and the Administrative Officer.
- Conducting performance appraisals.
- Providing written detailed contracts of employment for all staff members that comply with the Fair Work Act 2009, the National employment Standards and the applicable Awards and regularly update and renew as required.
- Applying the provisions of the relevant Awards.
- Obtaining appropriate legal and industrial advice as required
- Managing disciplinary processes where necessary and providing a fair and just process for all employees involved.
- Providing and managing a grievance procedure for staff.
- Arranging regular staff meetings and planning days and other opportunities to build teamwork and develop collaborative approaches to decision making and action planning where appropriate.
- Complying with the Return-to-Work Act (SA) 2014 and the required employer obligations for the management of workers compensation claims or notice of injury, including direct management of the injured staff member.
- Complying with the responsibilities of an Officer of a PCBU representing an incorporated association in accordance with the Work Health and Safety Act (SA) 2012.

- Conducting or coordinating regular Safety and Legislative Compliance WH&S audits to minimise risk in the workplace.
- Managing internal relationships and communication to support a harmonious workplace and achieve strategic results.

### **3.Ensure the effective management of the Association’s physical resources by:**

- Monitoring the use and condition of property and assets.
- Overseeing the coordination and management of the asset register including regular audits.
- Maximising the use of the Centre’s property and assets and making rational decisions about cost effective usage in consultation with the Board
- Ensuring there are clear policies and procedures in place for asset purchase, use, maintenance, replacement, and disposal and overseeing adherence to the relevant policies and procedures.

### **4.Ensure the provision of a quality service to clients of the Association by:**

- Establishing and maintaining standards of service provision for the whole staff team and developing ways of measuring the attainment of standards.
- Ensuring opportunities for participants to give feedback on the services they receive.
- Complying with the data collection requirements stipulated in the funding and service agreements.
- Ensuring that Program Managers provide proper, confidential storage and maintenance of client files and information.
- Participating in discussions and planning sessions with other agencies, and Government Departments, regarding service initiatives to the Community.
- Liaising with and cultivating relationships with other agencies that can support and expand programs and services to the Community.
- Continuing to develop new and innovative responses to address the issues affecting the Aboriginal Community.
- Managing continuous quality improvement in service delivery.
- Preparing and presenting statistical and anecdotal data in a variety of formats that comply with funding body requirements as well as internal requirements.

### **5. Essential Education and/or Work Experience Requirements:**

- Excellent verbal and written communication & interpersonal skills, including ability to effectively communicate with internal and external customers and providers.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook), Care Master and other systems introduced by Kura Yerlo.

- A relevant Diploma/Tertiary qualification in one or more of the following fields: education, psychology, social work, community services, business management or other relevant qualification.
- Sound knowledge and understanding of working with Aboriginal & Torres Strait Islander people and community.
- Demonstrated significant and recent experience in managing staff and an organisation/department.

## **6. Physical Requirements:**

- Ability to perform the essential job functions safely and successfully.
- Ability to maintain regular, punctual attendance.

## **7. Special Conditions:**

- Sound knowledge and understanding of working with Aboriginal and Torres Strait Islander peoples and communities.
- Current National Criminal History Check NDIS worker check and Working with Children Check (WWCC) prior to and throughout employment, updated as required.
- Attendance of out of hours meetings, training and service functions may be required (Award conditions apply).
- Current and valid South Australian Drivers Licence (unrestricted). Also, appropriate vehicle and full comprehensive car insurance if a personal car is used for work purposes.

## **8. Approvals**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:	Kura Yerlo Board of Management
Position:	Chairperson Board of Management
Date:	01 March 2024