



Chief Executive Officer

Candidate Information Booklet

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Life Skills Victoria

Who We Are

We are a community service organisation, originally established in the early 1980s by a group of people who saw a need and felt compelled to develop a service to support people with an intellectual disability.

Today our team is equally passionate about empowering people to reach their full potential.

These days we are not only an NDIS provider of excellence in Disability services, but we have also grown.

Using our vision for inclusion, we have developed the high street community hub where everyone is welcome. We are also a Registered Training Organisation again focusing on inclusive education for everyone.

We are committed to providing high quality supports, education, training, activities, and events that promote a connected, resilient, and inclusive community.

What We Do

EDUCATION AND TRAINING

LSV education delivers a broad range of activities, programs, both pre-accredited and nationally accredited courses, and has a broad range of community partnerships.

LSV is also a Learn Local provider delivering programs through Adult

Community and Further Education (ACFE) and is a Registered Training Organisation accredited by the Victorian Registrations Qualification Authority (VRQA).

DISABILITY SERVICES

LSV is a registered National Disability Insurance Scheme (NDIS) provider. LSV is committed to providing the highest quality supports to enable people with disabilities, their families, and significant others to maximise their independence, inclusion, and social connections in the community through individually tailored programs.

THE HUB

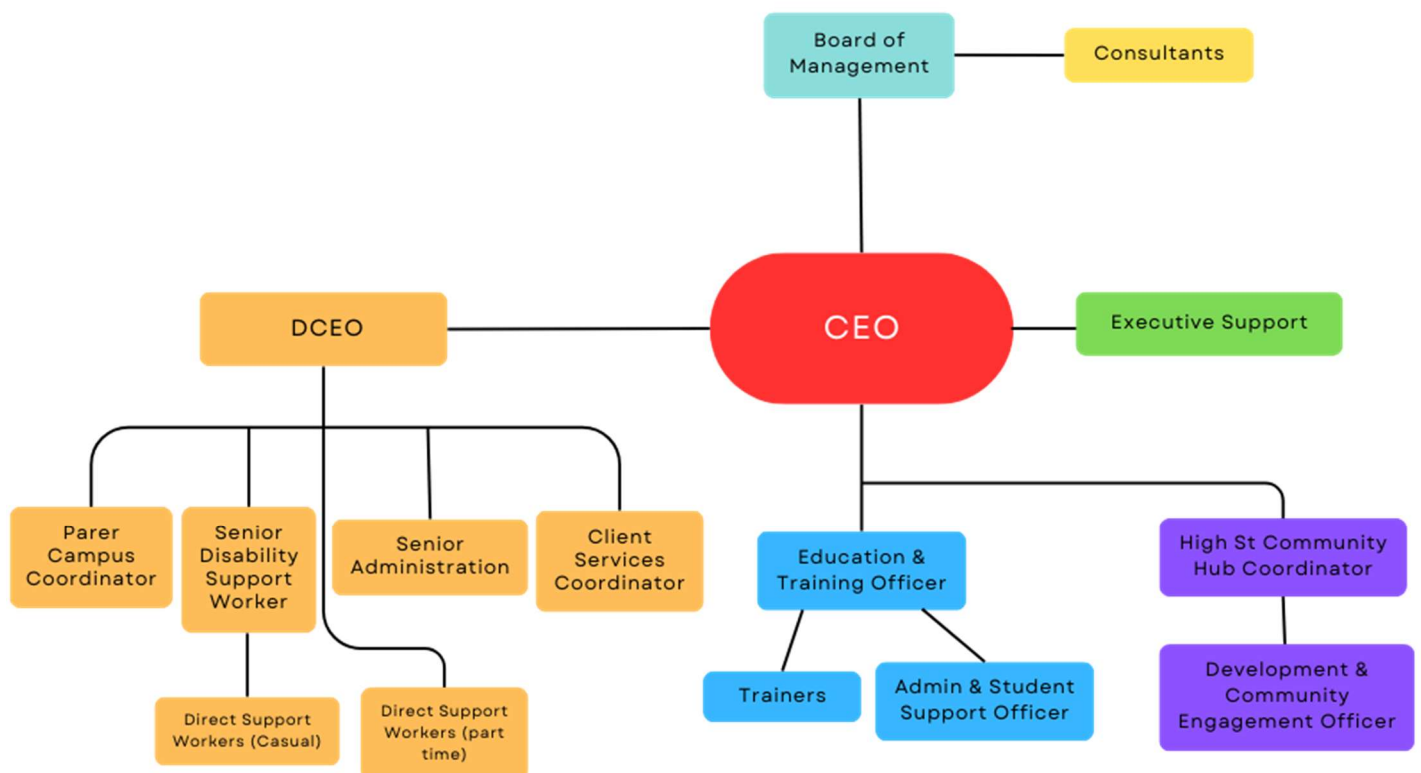
The high street community hub was established in 2011 to promote a connected, resilient, and inclusive community. The hub aims to bring people together to connect, learn and contribute to their local community through education, events, recreational and social activities.

SOCIAL ENTERPRISE

In addition, LSV is developing two social enterprises the Coffee Hub and Café 65, providing training opportunities to people with disabilities.

Organisation Structure

Our staff are highly passionate and skilled professionals with years of experience in the disability and community sectors. They are committed to the organisation and its vision, with most of the staff having worked at Life Skills Victoria for at least ten years.



Our Board and Executive Team



Sue Carroll
President



Deidre Carmichael
Public Officer



Dr. Tanja Bohl
Board Member



Jason Batson
Treasurer



Lindsay King
Board Member



Bev Russo
Board Member



Dr. Larissa Walker
Board Member



Dr. Carole Broxham
Chief Executive Officer

Position Description

TITLE: CHIEF EXECUTIVE OFFICER

ORGANISATIONAL PROFILE

Life Skills Victoria's Head Office, in Moe, is located within the growing and dynamic regional centre of Latrobe City. Latrobe City has a bright future and is a vibrant place to live and work, celebrating a connected and diverse community. Life Skills Victoria (LSV) was established in the 1970s by parents of children with disabilities and like-minded professionals who wanted to ensure that their adult children could have a locally based centre that provided quality services, training, and opportunities to participate in their own community. Officially opening their first centre of excellence in 1986. Since then, the organisation has grown to include a Community Hub and a Registered Training Organisation (RTO) together with two developing social enterprises. LSV is a not-for-profit, for purpose organisation.

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THE HUB

The *high street community hub* was established in 2011 to promote a connected, resilient, and inclusive community. The hub aims to bring people together to connect, learn and contribute to their local community through education, events, recreational and social activities.

SOCIAL ENTERPRISE

In addition, LSV is developing two social enterprises the Coffee Hub and Café 65, providing training opportunities to people with disabilities.

This is a high impact role with wide reach. This role provides critical leadership and guidance to ensure Life Skills Victoria continues to enhance and develop its community-based service provision.

MISSION

To deliver quality services, education, and training to enable people to reach their full potential.

LSV Inc will enable people to achieve their goals and aspirations by:

- Encouraging lifelong learning
- Providing a supportive and stimulating environment
- Offering experiential learning opportunities
- Being open to change
- Promoting advocacy
- Using person centre planning.

SCOPE OF POSITION

The Chief Executive Officer will lead and drive the strategic direction and mission of Life Skills Victoria (LSV). As the CEO, you will be responsible to the Board of Management for the overall financial and operational management of LSV to achieve optimum outcomes as well the effective use of human resources and business assets.

The CEO is responsible for leading the management team in ensuring high quality and innovative services that meet all quality, accreditation, operational and financial targets.

The CEO provides strong, collaborative, strategic and accountable leadership and upholds the values of LSV to the organisation, its employees, clients, families, and stakeholders within the scope of the position and associated delegations.

Key to this role will be building and maintaining strong relationships with internal and external stakeholders, including other community and disability service providers and relevant government agencies.

The CEO will also lead and direct business development, community engagement, and ensure that the organisation's structure and processes meet the strategic and cultural needs of the organisation.

THE OPPORTUNITY

We are seeking a dynamic and visionary Chief Executive Officer to lead the organisation into its next phase of growth and impact as it further develops and strengthens its profile. The CEO will play a pivotal role in developing and implementing the strategic direction, leading significant growth across all divisions, ensuring financial sustainability, and fostering a culture of innovation and collaboration. The CEO will be a strong and highly regarded people leader and positive role model and will have both the skills and experience to lead the organisation at a time of significant challenges and opportunities in the provision of supports and services to the community. The ideal candidate will possess a deep understanding of the community services and disability sector, NFP sector or related fields who can demonstrate sound experience in driving successful outcomes and a passion for serving the community, and the leadership acumen to drive organisational excellence.

THE PERSON

You will be a visionary leader with the ability to work both strategically and operationally to drive business transformation, maximise and diversify funding streams. You will demonstrate a high level of integrity, and a genuine commitment to partnering with the community, stakeholders, staff, and the Board of Management to achieve strategic objectives. You will possess a collaborative and flexible style, with a strong service focus. A team player who is committed to lifelong learning. You will be a hands-on leader with a desire to work in a dynamic, mission and values-driven environment.

KEY AREAS OF RESPONSIBILITIES INCLUDE:

- Strategic leadership
- Quality service delivery and continuous improvement
- Human resources and people leadership
- Financial and resource management
- Operational excellence
- Community engagement
- Compliance and reporting
- Leadership and governance
- Advocacy and influence

KEY ACCOUNTABILITIES/SPECIFIC RESPONSIBILITIES

Working with the Board of Management (BOM)

1. Act as the principal adviser to the Board of Management on matters impacting on the efficient discharge of its responsibilities under relevant legislations, providing timely, accurate and frank advice and information to the BOM, with recommended action on policy matters and any matters where a BOM decision is required.
2. Ensure that the Board is regularly provided material for consideration and advice on operational and financial matters that will/may affect LSV's strategic priorities, strategic plans, business plans and budget.
3. Develop budgets for approval by the Board. This includes development of operating forecasts, expenditures, operational results, and financial performance.
4. Identify and manage corporate risks, including informing the Board in a timely manner of any issues of public concern or risk that may affect the organisation.
5. Maintain and review with the Board the appropriate senior management structure to ensure the optimal operation of the organisation.
6. Engage the Board of Management around issues, trends, and changes in the operating model and operational delivery.
7. Provide LSV with executive and strategic leadership and operational management. This includes responsibility for managing progress towards achieving the organisation's objectives and strategic direction.
8. Ensure audit processes are carried out and reported to comply with relevant legislation, LSV Constitution and funding arrangements.
9. Develop and implement business, corporate, and financial plans in accordance with the strategic plan.
10. Ensure that the organisational structure, policies, procedures and plans support quality service provision, risk management and regulatory compliance in a way that enables all members of staff to work effectively, and efficiently towards the achievement of LSVs strategic and service targets.

11. Develop business prospects by studying economic trends and revenue opportunities, analyse organisational operations, identify opportunities for improvement, cost reduction, and systems enhancement and accumulate capital to fund expansion.
12. Provide strong collaborative, strategic and accountable leadership to the LSV team.
13. Ensure that senior management and other staff practice responsible and ethical behaviour, integrity, transparency, and accountability and that they promote a culture that upholds LSV values.
14. Lead and guide employees with a focus on consensus building, engaging, and empowering them to be successful in serving clients and stakeholders in line with contemporary practice.
15. Ensure organisational culture promotes person-centred services and supports the provision of a safe work environment.
16. Act as principal spokesperson for LSV. This includes developing strategies for effective engagement with appropriate industries, governments and communities that will lead to productive collaborations with stakeholders both inside and outside of LSV.
17. Promote and enhance the organisation to ensure that LSV continues to be recognised as an outstanding service provider both within the region, and across the State in the delivery of a range of supports and services, education, training, and community programs.
18. Oversee the design and implementation of new services, guide brand development and the implementation of effective marketing strategies.
19. Update job knowledge networks and awareness of changes and challenges in the sector, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organisations.

KEY SELECTION CRITERIA: ESSENTIAL SKILLS KNOWLEDGE AND EXPERIENCE

The successful applicant needs to be a strategic thinker with sound decision-making skills and demonstrated success in leading organisations with a focus on partnerships underpinned with sound financial management capability. Excellent communication and interpersonal skills are needed to initiate and cultivate strong stakeholder relationships across Government, the sector, community groups, the Board, your trusted team and clients and their families.

1. Demonstrated values driven leadership style that encourages constructive debate, using initiative and an evidence-based approach, with a commitment to working collaboratively to achieve agreed vision and objectives.
2. Demonstrated achievement in leadership, delivering successful operational results in the face of significant challenges and innovation, including the implementation of change management and program improvement initiatives.
3. Robust analytical and research skills and a demonstrated ability to deal constructively with complex and sometimes conflicting situations.
4. Proven business and financial literacy, expertise, and experience.
5. Highly developed written and verbal communication skills, including strong negotiation skills to represent the organisation.
6. Exceptional stakeholder management and interpersonal skills at an executive management level.
7. A demonstrated capacity to motivate, engage, influence, and empower employees to maximise their contribution to the sector.
8. Strong financial management, including budgeting and forecasting, business skills and strategic planning acumen with demonstrated experience in quality improvement processes and risk management.

9. A thorough understanding of State and Commonwealth funding and demonstrated experience in compliance with legislative and quality frameworks.
10. Demonstrated strategic and operational leadership skills to facilitate development of strategic/business plans relevant for the ongoing viability of the organisation.

QUALIFICATIONS

- Relevant tertiary qualifications i.e. management, business and/or social sciences and a minimum of 3 years' experience in managing a small to medium sized organisation preferably within the not-for-profit sector.

DESIRABLE

- An extensive understanding of community services, education and/or disability service provision and related systems
- A comprehensive understanding of the National Disability Insurance Scheme.

MANDATORY REQUIREMENT

- Worker screening checks relevant to the sectors.

OTHER RELEVANT INFORMATION/REQUIREMENTS

- Some out of hours work will be required.
- Successful applicant will need to disclose any pre-existing illness or injury which could be affected by the described work duties.
- All employees of LSV are required to adhere to the policies, procedures, and practices of LSV.
- Support and champion OH&S responsibilities and accountabilities to themselves and others in accordance with the OH&S legislation and LSV policy and procedures.
- Acknowledge, appreciate, and encourage differences, valuing people for their skills and competencies, cultural backgrounds, and respecting individual beliefs.
- Maintain a current Victorian driver's licence and declare a record of driving history for insurance compliance.
- Six (6) month probationary period.
- *This position description reflects the initial expectations of the role and is subject to change to support organisational goals, priorities, and activities.*

RELATIONSHIPS

- Direct Report: Board of Management (Chairperson)
- Accountability Report: Board of Management
- Report: Board of Management

OFFER

In return for your hard work and dedication, the successful candidate will enjoy an attractive salary in the range of \$140 -160K (to be negotiated, subject to qualifications and experience) plus 1% above the superannuation guarantee rate and a range of benefits including:

- Full use of a fleet vehicle
- Five weeks annual leave
- Salary packaging
- Professional development opportunities

Eziway - Salary Packaging

Salary Packaging is an ATO-approved method of restructuring your gross salary in order to pay less tax. The ATO gives your employer generous tax concessions, which they elect to pass on to you.

How it works

You tell Eziway which expenses you wish to pay for in pre-tax dollars. Eziway creates an account for you and sets-up electronic reimbursements.

Each pay cycle, your employer sends pre-tax funds to Eziway.

Eziway will disburse the cleared funds to your nominated bank account.

What Can I Salary Package?

Below are the most popular benefit types and common living expenses being Salary packaged by our Australian Customers from the Not-for-profit sector.



**Mortgage
Repayments**



**Rent
Payments**



**Personal
Loans**



**Car
Leasing**



**Credit Card
Repayments**



**Portable
Devices**



**Remote Living
Costs**



**Meal
Entertainment**



**Car Parking
Expenses**



**Relocation
Expenses**



**Venue
Hire**



**School
Fees**

How do I get started?

We've made it easier than ever to start enjoying the benefits of salary packaging with Eziway.

Use our online tools to register your interest, set-up benefit items or book an appointment to meet one of our qualified consultants when they next visit your workplace.

When you're up and running, you interact with your account like never before using our Employee Portal and MyEziwayAccount mobile app

Recruitment Process:

1. Apply online via gbsrecruitment.com.au including a covering letter addressing the key selection criteria.
2. GBS Recruitment receive and process all applications.
3. GBS Recruitment conduct screening of candidates that meet the key selection criteria before booking first stage interviews.
4. GBS Recruitment presents the shortlist of suitable candidates to Life Skills Victoria to confirm selection for second stage interviews.
5. The selected individuals will attend the GBS Recruitment office for a meeting with the Life Skills Victoria Interview Panel, this meeting will include a presentation; details of which will be provided to selected candidates beforehand.
6. GBS Recruitment will conduct 360 Degree referrals utilising references from Subordinates, Colleagues and Managers.

Application Timeline:

Stage

Application Stage

Applicant Screening

First Stage Interviews

Second Stage Interviews/Presentation

360° Reference Checks

LSV Application Review

Life Skills Victoria Offer

Date Range

10th of May 2024 to 7th of June 2024

11th of June 2024 to 13th of June 2024

17th of June to 21st of June 2024

27th of June and 28th of June 2024

1st of July 2024 to 3rd of July 2024

4th of July 2024

5th of July 2024

**Please note dates listed above are subject to change.*