

## POSITION DESCRIPTION

Position title:	Director - Education & Business Services
Position classification / level:	Equivalent to: executive level
Employment type:	Contract up to 2 years with possible extension to be negotiated
Hours & duration:	Full-time - 36.25 hours per week
Reporting to:	The Board of Speech & Language Development Australia
Date position reviewed:	September 2017

### About SALDA

**1 in 14 Australian children have a hidden disability known as Language Disorder.** Speech & Language Development Australia (SALDA) is the nation's peak body supporting and advocating for the needs of children and young people with speech, language and related disorders.

For over 40 years our not-for-profit organisation has developed a unique, multidisciplinary approach to helping the 1 in 14 children with Language Disorder find their voice.

When people have a voice their thoughts, feelings and aspirations are recognised by others. They possess the capacity to make an impact, both on their own personal situation as well as the broader community, through their actions and words.

We provide education and therapy support services in addition to leading on professional development, research and advocacy initiatives related to speech and language disorders. These services include The Glenleighden School, School Support Services and our e-therapy programs. We partner with the community, health professionals, educators and families to help children and young people find their voice.

Our vision is to be the leader in enabling better outcomes for children and young people with disability for whom language is their primary disorder.

### **Position summary**

Reporting to the Board, the Director - Education & Business Services will lead the design and implementation of a Board approved strategic plan, while overseeing an experienced and successful team who provide contemporary and evidenced-based services to the community.

The Director - Education & Business Services is integral to the realisation of SALDA's vision, mission and values and fosters strong stakeholder relationships that positively leverage opportunities which contribute to a sustainable and progressive future.

The Director - Education & Business Services is an advocate of the needs of children and young people with speech, language and related disorders.

### **Work level description**

Appointees to this level are an established executive with demonstrated history of leading innovatively and taking a proactive and adaptive approach.

The Director - Education & Business Services presents the public face of SALDA in public forums and the media promoting and advancing its interests and objectives.

As the nation's peak body supporting and advocating for the needs of children and young people with speech, language and related disorders, influencing public policymakers to implement changes to current and new legislation is expected at this level.

#### ***Characteristics of the work***

Work at this level involves the exercise of high levels of professional judgement and a demonstrable capability to assess emerging trends and opportunities for organisational growth and financial sustainability.

Work is performed without professional direction with discretion and authority levels permitted within the framework set by the Board in order to achieve organisational goals.

This level requires that appointees be recognised by their peers as expert and highly accomplished professionals in their field. This recognition is usually acknowledged by higher qualifications and demonstrated contributions to the profession and the community.

Management of the whole of organisation business function, including prioritising day-to-day affairs, coordinating the development and implementation of strategic and operational initiatives, providing executive support to the SALDA Board and its committees and ensuring all staff meet performance expectations is required.

#### ***Work level duties and skills***

Work at this level requires an understanding of the political, social and cultural contexts of some of Australia's most vulnerable people.

Knowledge of relevant legislative requirements, formulation of corporate policy and implementation of policies and procedures, together with a sound knowledge of their application in relation to organisational operations of an educational Not-For-Profit organisation is expected.

Significant leadership in organisational culture development and change management together with the ability to manage finite resources, evaluate economic impacts of services and programs, and formulate corporate strategy proposals, are requirements of positions at this level.

## **Duties and responsibilities**

The responsibilities of the position include, but are not limited to:

### **Overarching responsibilities**

- The achievement of SALDA's objectives as set by the Board through the Strategic Plan;
- Working with the Board to review the current SALDA Strategic Plan, develop department operational plans and achieve the objectives including the delivery of the identified Key Performance Indicators;
- Ensuring that the operations of SALDA are effectively led and managed so that its purposes are fulfilled in a financially sustainable manner;
- Ensuring that the profile, reputation and business practices of SALDA are maintained at a standard qualifying it to be a recipient of multiple funding sources including grants, co-funding partners e.g. government, universities, philanthropic donations, other funding sources;
- Enacting the mission and vision of SALDA and ensuring that it is effectively articulated within the SALDA community and amongst other stakeholders;
- Providing inspirational leadership throughout the organisation and its spheres of influence;
- Ensuring that SALDA operates as a single cohesive entity having a culture of collaboration and excellence.

### **Other specific responsibilities**

- Serve as the Executive Officer to the Board and its Committees, providing creative strategic planning and operational leadership to staff and volunteers in the development and fulfilment of the mission and vision of SALDA;
- Provide leadership, mentoring and support to senior managers within the organisation;
- Hold managers accountable for their behaviour and performance and that of their teams;
- Provide responsible financial, human resource, information communication technology and business management for SALDA;
- Lead and model work habits and behaviours that ensure individuals and teams can contribute to new ideas and ways of working;
- Create and inspire a culture of positive interaction and continuous self-development;
- Build strong external relationships and influence and advocate issues relevant to the strategic vision;
- Ensure SALDA has appropriate relationships with and representation within, government, non-government and other education and community sectors;
- Listen to clients, volunteers, donors and the community in order to improve programs and services and generate community involvement.
- Ensure the organisation has an effective marketing and fundraising plan;

- Explore and recommend opportunities to expand SALDA's services. For eg, by broadening the service offerings of the school, partnering with other schools and other educational centres, developing other sustainable fee-for-service activities.

### **Governance responsibilities**

- Oversee the fiscal activities of the organisation including budgeting, reporting and audit;
- Oversee school enrolments ensuring maximum enrolments are maintained at all times;
- Work with legislators, regulatory agencies, volunteers and representatives of the Education and Not-for-Profit sectors to promote legislative and regulatory policies that encourage a healthy community relevant to the mission and vision of SALDA.
- Ensure service and program quality and organisational stability through development and implementation of standards and controls, systems and procedures and regular evaluation;
- Ensure effective risk management practices are implemented throughout SALDA;
- Undertake any legal obligations specific to and which can only be performed by a 'Principal' where necessary in respect of the school operated by SALDA, including having ultimate responsibility for its day-to day operations;
- Ensure the implementation of and actively participate in performance reviews and performance development including staff professional development;
- Apply sound financial acumen and strategic thinking to all budget and planning processes;
- Ensure best practice IR/ER policy and practices are in place and that the SALDA work environment attracts, retains and supports quality staff and volunteers;
- Focus on the sustainability of the organisation, taking into consideration funding growth and the impact of change on the organisation;

### **Qualifications, knowledge, skills and experience**

#### **Qualifications / Registrations / Professional memberships**

##### Essential:

- Tertiary and/or post-graduate qualifications in education;
- Tertiary and/or post-graduate qualifications in Business Administration, Financial Management;
- Registration under the *Education (Queensland College of Teachers) Act 2005* (Qld)
- Other professional memberships/registrations with relevant national and international bodies.

##### Desirable:

- Formal qualifications relevant to working with children and young people with speech, language and related disorders
- Formal qualifications or certificates in Corporate Governance

## **Knowledge, skills and experience**

### Essential experience:

- Extensive experience in strategic leadership and management of an educational organisation;
- Well-developed financial management skills and organisational acumen;
- Demonstrated emotional intelligence with highly developed communication skills, both written and oral;
- Demonstrated success in inspiring cultural change within a diverse team of professionals or organisation;
- Proven experience in working and engaging with local communities including children with disability;
- Track record in advocating and implementing positive and lasting change;
- Demonstrated ability to build and foster relationships with external stakeholders such as peak bodies, all levels of Government and partner organisations;
- Experience in reporting to a Board structure;
- Demonstrated experience being the 'public face' or organisation's representative / spokesperson in public forums and the media in order to promote and advance the organisation's interests and objectives.

### Desirable knowledge and skills:

- Knowledge of NDIS and the Human Services Quality Framework;
- Knowledge of the Not-for-Profit sector;
- A commitment to personal and professional development;
- A high level of professional integrity.

## **Mandatory Requirements**

- A current Blue Card (Working with Children Check) or other acceptable evidence.
- Driver's Licence and ability to travel intra and interstate.
- Evidence of current registration/memberships.
- Permanent residency or Australian citizenship.

## **Working Relationships**

- Direct reports
- Internal – SALDA board members, board committee members, members of the staff management team, staff and volunteers, fundraisers.
- External – Government contacts, University/educational institutions, Consultants, other community Not-for-Profits, donors, relevant professionals.