



POSITION DESCRIPTION: EXECUTIVE DIRECTOR

1) POSITION CONTEXT

The Community Services and Health Industry Training Board is bipartisan in nature, comprised of a maximum of 11 nominated employee and employer representatives, and two key stakeholder representatives.

Skills Victoria is the Government body responsible for the co-ordinated provision of effective and relevant vocational education and training across all industries in Victoria. Skills Victoria grants funds to Industry Training Boards (ITB) for advice on industry and vocational education training (VET) needs of the industry represented by the Board, and for promoting training in its industry sector. The community services and health industries are represented by the Community Services and Health Industry Training (CS&H) Board.

The Board undertakes a range of fee fore service consultancies to government, industry and training providers. Each year the Board conducts an awards night and conference showcasing and supporting leadership and innovation in the industry, acknowledging excellence and celebrating the work of the community services and health training sector.

2) THE POSITION

The position of Executive Director manages the development and implementation of the Board's policies, plans and programs including its marketing and public relations strategy, and 'fee for service' delivery. The Executive Director takes the lead role in co-ordinating and developing the Industry Drivers Report, contributes to the review and development of national training packages, and facilitates the implementation of these policies, plans and programs to achieve the Board's performance targets and standards. The position also manages and co-ordinates the day to day activities of the secretariat so that its outputs are cohesive.

3) KEY RESPONSIBILITIES AND DUTIES

a) To service and advise the ITB

- Provide detailed advice to the Board on a range of matters, including the Annual Performance Agreement, the Industry Drivers Report, and the Strategic Plan and to provide general, timely advice on vocational education and training matters at all levels and in all sectors of the member industries. Ensure that negotiations regarding the above are completed within appropriate timelines to allow ample time for comment and discussion.
- Oversee the development of submissions by the Board to the appropriate bodies.
- Advise the Board on workforce planning, and facilitate policy development on Labour market issues.
- Convene meetings of the Board and its Committees, and prepare the relevant agendas and supporting documentation necessary to ensure the Board is adequately prepared for the meetings.
- Act as Secretary and Returning Officer to the Board.
- Advise the Board on relationships between the Board and Skills Victoria, other state and commonwealth departments, the National Industry Skills Council and the State/Territory Community Services and Health ITB network, and liaise with those bodies as necessary and directed.



- Liaise and consult with a wide range of groups involved with the Community Services and Health industries, including employee and employer bodies, appropriate government departments, training provider bodies and other relevant organisations.
- b) To oversee the development of industry advice to government**
- Plan, develop and produce the highest quality Industry Drivers Report that presents key industry requirements and meets both the time and quality factors as agreed with Skills Victoria.
 - Plan, develop and produce the highest quality Vocational Education and Training advice that presents key industry requirements and meets both the time and quality factors as agreed with Skills Victoria.
 - Conduct consultations and relevant research with all sectors of the member industries as necessary.
 - Liaise and consult with the curriculum maintenance manager to facilitate implementation of industry advice.
 - Liaise closely with the relevant Skills Victoria personnel to ensure that the Industry Drivers Report meets with the Skills Victoria requirements.
- c) To Manage the Day To Day Activities of the ITB**
- Lead the Secretariat and any contract and/or consultant staff employed from time to time, in meeting the objectives and performing the functions of the ITB.
 - Manage and develop where required appropriate records management systems.
 - Be responsible for the financial planning, management and accountability as required by the government and ITB, in accordance with the relevant regulatory and legal requirements.
- d) To Supervise and Undertake Research**
- Initiate and manage appropriate training development and research projects. Make comment and recommendations to the Board on survey results, statistical collection, and evaluation of training products and services, and current future labour force development.
 - Oversee the development and maintenance of relevant databases on Community Services and Health workforce and training issues and identify additional data to be collected.
- e) To procure and manage Special Projects**
- Initiate and manage special projects. Make comment and recommendations to the Board on the progress of current projects and potential future projects.
 - Supervise staff to ensure performance agreements are met.
 - Manage project budgets.
 - Liaise and consult with the appropriate organisations to gain support for the funding of relevant industry projects.
- f) To develop and implement strategies to promote the Board**
- Develop and implement a range of Board promotional activities.
 - Evaluate and modify promotional activities to meet the diverse aspects of the industry.
 - Manage the Annual Industry Training Awards and Conference
 - Develop relationships with sponsors and potential sponsors and manage sponsorship arrangements.
- g) Other duties as required by the Board**



4) KEY SELECTION CRITERIA

- Proven experience and abilities in leading the development and implementation of training and vocational education policies, plans and programs in industry.
- Demonstrated capacity to manage, plan and negotiate resources across multiple projects and activities.
- Proven experience and ability in developing and researching investigating training and vocational needs.
- Demonstrated ability to supervise and manage staff in line with contemporary human resource management practices including workplace health and safety, equal employment opportunities and anti-discrimination policies.
- Comprehensive knowledge and understanding of industry training and vocational education.
- Expertise in managing internal/external communications, public relations and fee for service activities.
- Thorough understanding of the objectives and functions of the Skills Victoria.
- Significant knowledge of policy issues relating to vocational education and training in the community services and health industries.

5) ORGANISATIONAL RELATIONSHIPS

| | |
|--------------------|---|
| Reports to: | Community Services & Health Industry Training Board |
| Supervises: | Secretariat staff and consultants |
| Internal Contacts: | All Secretariat staff and Board Members |
| External Contacts: | Staff of Skills Victoria, Department of Industry Innovation and Regional Development, Department of Human Services, TAFE Institutes, private training providers, industry representatives, peak industry bodies and other State and National Industry Training Bodies |

6) CONDITIONS OF EMPLOYMENT

Full time 38 hours per week or pro-rata according to Contract of Appointment.
Salary package includes base salary of \$83,055, employer superannuation contribution @ 10% and access to a motor vehicle, including private use.

The Executive Director is entitled to leave provisions of the Enterprise Agreement applying to employees of CS&H ITB, as amended from time to time including:

- Annual leave;
- Sick leave;
- Family care leave;
- Bereavement leave;
- Long Service Leave
- Jury service;
- Public Holidays



7) ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Executive Director shall be responsible to the Board and will report directly to the Chairperson or in her/his absence the Deputy Chairperson or other delegated member of the Board.

Within the limits of the Board's policies and plans and the Acts and Regulations governing the operations of an Incorporated Association, and the management and reporting of financial matters, the Executive Director will have the authority to perform the specific duties of the position in order to accomplish the objectives of the position.

The Executive Director will take full responsibility for the functioning of the office, and guidance and support in terms of the agreed policy directions from the Board can be expected.

8) EDUCATION AND/OR EXPERIENCE

The Executive Director must possess skills, knowledge and qualities that commensurate with the position and this may be the result of formal education and/or considerable experience in business, non-profit operational management, VET, government and financial management, or related areas.

9) TRAVEL

Some travel to attend conferences, training and other events as required.

10) WORK ENVIRONMENT

The work environment is a small, busy office located in the Carlton, Victoria. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

Approved:
Date: 8 August 2008