

POSITION DESCRIPTION

Executive Officer

Hours	Fulltime 38 hours per week or Part Time 32 hours per week
RRF Grade	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010. Level 8
Reporting line	CRN Board
Direct Reports	Two part time employee positions, volunteers and contractors.
Date Prepared	Version 1: Jan 2018

Organisation Overview

Established in 1981, Community Resource Network (CRN) Inc is a sub-regional peak community development organisation for Blacktown, The Hills and the surrounding local government areas (LGAs). CRN is a registered Incorporated Association in New South Wales & charitable organisation registered with the Australian Charities and Not for Profit Commission (ACNC), operating under a Constitution.

AN EAR TO THE GROUND, A VOICE FOR THE SECTOR & AN EYE TO THE FUTURE

What CRN does

The principal purpose of CRN is to work with organisations that work in the Western Sydney area to directly alleviate poverty and distress suffered by economically and socially disadvantaged communities. CRN aims to achieve this purpose by:

- Building the capacity of service providers to work together on issues affecting disadvantaged communities
- Enhancing the level of engagement of vulnerable and disadvantaged communities
- Strengthening the voices of disadvantaged communities by representing their views
- Providing information and resources on community projects, programs and networks assisting disadvantaged communities and vulnerable groups

CRN exists to build the capacity of local community organisations by:

- Empowering their voices
- Providing leadership and direction
- Promoting and supporting evidence and strengths based practice, and
- Building collaborations and partnerships between groups and services

Our customers are organisations that support communities in the Blacktown LGA, the Hills LGA and surrounding areas.

Primary Purpose of the Role

Lead the CRN team to implement CRN's mission of building the capacity of community organisations in the Blacktown and Hills LGAs and surrounding areas. This is done through advocacy, provision of updates, information and resources about community projects, programs and networks to assist disadvantaged communities and vulnerable groups

Key Accountabilities

1. Strategic Planning, delivery of the Operational Plan to meet CRN Strategic objectives.
2. Develop and expand on CRN membership & service delivery by promoting CRN brand,

- services and people as a leading example of a contemporary community service.
3. Delivery of all funding requirements, compliance and acquittals.
 4. Best Practice Governance: policies, procedures, systems and reporting for exemplary governance standards with transparent accountability.

Key Challenges

1. Time management & setting of priorities, within limited resources.
2. Driving efficiencies to meet objectives on a timely basis.
3. Balance of broad scope requirements to achieve fullest participation and inclusion in local sector and community.
4. Keeping informed across multiple diverse issues and reforms.
5. Better use of technology to maintain records, reporting with accuracy to remain on target.

Decision Making Authority

The position holder occupies the senior CRN position therefore is delegated daily decision making. CRN policies and legislative frameworks outline the delegation framework that is endorsed by the Board

Key Relationships

The position holder is responsible for the development and support of a range of internal and external relationships, with due regard to cultural sensitivity, diplomacy and confidentiality. The position reports to the Board and is responsible for facilitating effective communication between the Board, CRN employees, membership and relevant stakeholders at all levels.

Selection Criteria

Essential Requirements

- Demonstrated ability to analyse issues, dissect complex problems to provide objective and realistic solutions/options to provide leadership and guidance at all levels.
- Ability to manage conflicting and diverse issues or situations that may have conflicting priorities.
- Demonstrated high level written and verbal business communication skills, including the ability to summarise the key points and advocate
- Effective interpersonal skills, including the ability to establish and drive cross-sector collaboration in an evolving sector with a growingly diverse demographic.
- Time management – Ability to plan and prioritise in accordance with requirements and deadlines for multiple matters, to ensure delivery across all CRN needs.
- Demonstrated experience in developing business opportunities that further the aims and objectives of an organisation.
- High level IT literacy, for use common applications such as MS Office, Google and reporting systems of government departments

Prior experience

- Demonstrated prior experience in developing and implementing plans and budgets and demonstrated success in team leadership
- Sound knowledge of community services sector, economic & political environment, with particular focus on Blacktown, The Hills, other local government areas & Western Sydney.
- Broad experience of the Community Services sector operating parameters, innovations and planned future directions.

Qualifications

- Tertiary qualifications or relevant equivalent experience to the scope and responsibilities of the role.

Position Holder Expectations

- Have superior organisational skills including management of workflows (self and others), priority setting and management of project work.

- Have extensive knowledge of planning, financial, human resource and asset management systems relevant to the sector.
- Have well developed communication and interpersonal skills and to operate within professional standards always.
- Must be conversant with the CRN Constitution, relevant codes of practice and conduct and CRN Policy and related Procedure.
- Undertake reasonable travel, hold a current unrestricted drivers licence and have access to a personal provision of a comprehensive insured vehicle, during work hours.
- Maintain a program of ongoing professional development and learning which supports their effectiveness in the position of Executive Officer,

Additional Information

- An annual performance review is conducted in collaboration with delegated Board representatives. The performance review considers, as a minimum agreed performance measures and progress against the adopted business plan and/or strategic plan. Other performance measures may be included subject to negotiation between the parties.
- CRN expects employees to adhere to the endorsed policy and procedures of the organisation always including workplace health and safety, bullying and harassment and ethical practice.

Remuneration

The position is salary packaged under Social, Community, Home Care and Disability Services Industry Award 2010, including:

1. Salary
2. Employer contribution to Superannuation of 9.50%.
3. An allowance for work related travel set per annum
4. Training as set per annual training plan
5. A laptop or tablet
6. First Aid (where qualified and applicable)