



Executive Manager of Community, Wellbeing and Cultural Services

POSITION DESCRIPTION

Position Title	Executive Manager of Community, Wellbeing and Cultural Services
Unit	Management
Reports to	Chief Executive Officer
Direct Reports	Land Management Manager, Health Practice Manager, Family Services Manager and Community Services Manager
Hours of Work	38 hours/week
Mode of Employment	Full-time, 12-month contract, with on-going employment subject to performance and funding availability
Award / Agreement	
Classification	
Remuneration	Subject to Experience
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	21 Scott St Heywood VIC 3304
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

Reporting directly to the CEO, this executive management position provides high level strategic and operational oversight of Winda-Mara's service delivery. This includes associated unit plans, clinical practice, measurement and monitoring of the client experience, establishing and maintaining effective processes for fostering innovation within the allocated units of Family Services, Community Services, Health Services and Working on Country.

This position will assist in advancing the change agenda of the organisation and will also play a key role in collaborating with all levels of management in implementing, monitoring, and reviewing organisational strategies. This includes ensuring inter-departmental collaboration beyond individual portfolios, particularly in carrying out organisational improvement initiatives and risk management processes.

Key responsibilities

Executive Management

- Provide management excellence through the achievement of performance indicators set out by the CEO.
- As a member of the Executive Team, participate fully in the collective responsibility of delivering on organisational objectives, including through engagement and collaborative effort with employees at all levels in the organisation.
- Be a role model for effective and positive leadership which is ethical, results driven and future oriented.
- Collaborate with other members of the Executive Team to promote and achieve organisational cohesion, the development of a culture of continuous improvement, and the promotion and adherence of organisational values.
- Provide advice, regular updates and reports to the CEO, Board and Executive Team including relating to financial and risk management.
- Participate in relevant internal and external stakeholder committees, as directed by the CEO.
- Contribute to the achievement of the Strategic Directions via the creation, implementation, and monitoring of allocated unit work plans.
- Effectively manage change management processes, encouraging innovation, diversity, and continuous improvement.
- Play a leadership role in creating and maintaining a positive organisational culture.
- Establish a community and client services framework across the organisation.
- Promote the vision, mission and values of Winda-Mara and ensure employees are aware of, adhere to and promote the vision, values, and comply with policies and procedures.
- Be a role model for effective and positive leadership which is ethical, results driven and future oriented.

Leadership of the Community, Wellbeing and Cultural Group

- Monitor the allocation and direct the resources within units to ensure the achievement of deliverables articulated within applicable work plans and identified projects, whilst maintaining a high level of service for business-as-usual activities.

- Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed.
- Hold direct reports accountable to their responsibilities and results.

Strategic Management

- Identify, develop and deliver strategies that support the sustainability of the organisation, to the best position the organisational for future government funding opportunities.
- Lead business transformation by the delivery of improvement projects that support the organisation to continuously and measurably improve processes, productivity, innovation, and collaboration.

Financial Management

- Ensure the integrity and reporting of the relevant statutory, regulatory, management obligations, and oversee the recommendations made as a result of external audit processes.
- With the support of the Finance Team, monitor, control, and report on accurate financial information, including the annual budget, revenue, expenditure and tenders, to meet the needs of external and internal stakeholders such as auditors, managers and funding bodies.

Client Practices, Measurement and Reporting

- In collaboration with the Senior Managers, establish outcomes measures for all programs that effectively demonstrated what difference client delivery makes to clients and communities.
- Establish key performance indicators, and the creation and implementation of processes to monitor and report to these key performance indicators regularly.
- In collaboration with the Managers, align Winda-Mara's agenda to the strategic and practice needs of the organisation.

Other Organisational Responsibilities

- Adhere to all organisational policies, procedures, standards, and practices.
- Act only in ways that advances Winda-Mara's objectives, values, and reputation.
- Other duties, consistent with skills and experience, as directed by the CEO.

2. ABOUT WINDA-MARA ABORIGINAL CORPORATION

Winda-Mara Aboriginal Corporation (WMAC) is a community-controlled organisation located in South-West Victoria with offices in Heywood and Hamilton. WMAC was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a strong membership base.

WMAC employs over 80 people and has a key focus to provide opportunities for local Aboriginal and Torres Strait Islander people and access culturally appropriate services. WMAC believes that culturally appropriate services will ensure a balanced approach by working with people rather than for people which will provide equality and self-determination. WMAC provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland, and surrounding areas over a number of programs including Land Management, Family Services, Medical Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

Our Vision is “That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.

Our vision will be achieved by focusing on four themes.

“Mara”
People

“Kooyoorn”
Organisation

“Meerang”
Country

“Culture”
Culture

3. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

1. Sound knowledge and understanding of local Aboriginal culture and community
2. Demonstrated ability to effectively communicate with Aboriginal community/people
3. Extensive knowledge and experience in executive management
4. Demonstrated success in community and client delivery services
5. Demonstrated ability to build productive relationships with key partnerships
6. Demonstrated analytical and problem-solving skills and the ability to offer innovative solutions to complex problems
7. Excellent language, communication (both written and oral) and presentation skills
8. Strong project management skills, with the proven ability to manage timelines, budgets and meet key performance indicators
9. Experience managing organisational change in complex environments
10. Strong commitment to evidence-based practice
11. A commitment to the process of continuous improvement.

4. POSITION REQUIREMENTS

Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
N	This position is not a designated Aboriginal and Torres Strait Islander specific position, however Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration
Y	Professional work attire

5. GENERAL TERMS OF EMPLOYMENT

1. All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct.
2. All employees agree to act in a safe manner to provide a safe working environment.
3. All employees agree to participate in an Annual Performance Review and any other review processes.
4. Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
5. Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support other team members and/or employees to achieve organisation's goals.
9. The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

Applications addressing the Key Selection Criteria to:

People and Culture Manager
PO Box 42 Heywood VIC 3304

Email: peopleandculture@windamara.com