

# Position Description

## *Chief Executive Officer*

### About Brain Injury SA

At Brain Injury SA (BISA) we are recognised and funded as the peak body in South Australia for people with an acquired brain injury (ABI), and those who care for them. We engage with people with an ABI, their families, service providers, ABI specialists, and people and agencies that are interested in the impact of ABI in South Australia.

We are a dynamic organisation that empowers and supports people living with an ABI, and we deliver specialist services and programs to see them achieve their absolute best.

We are a 'not for profit' organisation investing funds back into the Acquired Brain Injury (ABI) community.

BISA has been established for over 30 years, assisting people to embrace life after brain injury and BISA is governed by a volunteer Board of professionally skilled directors.

At BISA we pride ourselves on:

- Our interest in and commitment to people living with brain injury.
- The value we place on our employees and their well-being.
- Competitive salary arrangements that reward your skills and experience.
- Providing flexibility to accommodate life/work balance amongst our staff.
- Supporting our staff to grow their knowledge and be empowered to do their job well.
- Feeling connected as a staff team by shared purpose and opportunities to contribute broadly to the organisation's direction.
- Enjoying what we do.

Our ultimate goal is to see that an ABI will never be a barrier.

### Organisational Values

- **Empathy** – we work humbly alongside our participants with appreciation of their viewpoint and their ownership of their lives.
- **Respect** – we listen to understand, give value to the choices of participants and create dignity in the provision and receipt of assistance.
- **Empowerment** – we engage our participants in addressing the needs they define, encouraging, supporting and growing their confidence to drive the changes they seek.
- **Accountability** – we are committed to creating trust in our service provision through honesty, transparency and inclusion in decision making and integrity in our practices.
- **Drive** – we strive to work efficiently with clarity on objectives and positive impact for our participants with a quest to continuously improve our services.
- **Collaboration** – we recognize that working together and with others achieves more than working alone.

## Position Description

<b>Title:</b>	Chief Executive Officer
<b>Employment Type:</b>	Full-time
<b>Location:</b>	70 Light Square, Adelaide
<b>Reporting to:</b>	The BISA Board

A competitive salary will be negotiated with the successful candidate.

## About the Role

Following the recent resignation of our long serving CEO, The Board is seeking a dynamic, results-oriented CEO to drive and deliver on the increased opportunities now available with a proven track record of success and a deep commitment to fostering a supportive, people-first workplace culture.

The key focus of the role is to lead BISA in the disability environment, achieving optimum outcomes through effective and efficient use of all BISA resources and assets. This requires working with Board and the management team to develop and implement initiatives to achieve target outcomes. The CEO will lead staff in establishing an outcome-based culture underpinned by teamwork and collaboration. Additionally, the CEO will provide the Board with comprehensive information, analysis and timely advice in relation to all relevant matters affecting BISA.

The ability to cultivate and maintain a network of relationships among stakeholders including State and Federal Government Departments, other external organisations and the community is essential in this role to ensure BISA reaches its potential as a vibrant and well-connected service organisation. The development and enhancement of partnerships to gain mutual benefit and efficiencies is paramount to this role.

The CEO will operate with a high degree of independence in achieving Board objectives and priorities.

### The CEO will be responsible to:

- Implement the strategic directions of BISA, as approved by the Board.
- Lead, imbed, and support a culture of continuous improvement in quality, service delivery and business performance.
- Ensure the organisation's culture and operations are consistent with the vision mission, objectives, values and policies as approved by the Board.
- Take personal responsibility to achieve outcomes and deliverables for the organisation. Ensure this accountable, outcome-based mentality is an inherent part of the BISA culture.
- Communicate and build effective working relationships with community members, relevant government and non-government organisations and funding entities
- Operate within financial constraints. Monitor and control expenditure across all areas of BISA.
- Identify and pursue grant applications, supplementary funding, and sponsorship and fund-raising opportunities.

### Skills & Experience:

- Fiscal responsibility for managing and leading a large department or small NFP (~\$5m+ budget) within disability services or a comparable sector.
- Leading and developing a workforce with a head count of approximately 70 staff, (40+ FTE) to achieve organisational goals and objectives.
- Identifying and driving necessary change within an organisation to achieve organisational goals and objectives.
- Solid understanding of NDIS operating framework and legislation, Disability Inclusion Act 2018 and funding agencies such as Lifetime Support Authority and Return to Work SA.

### Qualifications/Certificates:

- Tertiary qualification in business, accounting, administration, a clinical science or comparable qualification relevant to the functions of the role.
- NDIS Workers Screening Certificate.
- NDIS Worker Orientation Module Certificate.
- Driver's License that allows you to drive in South Australia.
- Right to work in Australia (100-point ID Check).
- National Police Check (within last 3 years).

For a confidential discussion or enquiries please contact Doug Hicks on 0402 854 755 or Julie Moralee on 0419 366 669.

Applications must include a cover letter and a full resume via SEEK.