

POSITION DESCRIPTION



ccs
disability action
Including all people

POSITION TITLE: Chief Executive
LOCATION: Wellington
REPORTS TO: The National Board, through the President
DIRECT REPORTS: 15 (Staff - 1200)
OPERATING BUDGET: National Entity \$11 million
National Organisation \$50 million
DATE: November 2020

TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

BACKGROUND

One in four New Zealanders live with an impairment; our society does not operate in a way where everyone can participate. This lack of participation can be due to a physical barrier; a barrier created by other people's attitudes and behaviours; or by a lack of access to information. These barriers create an environment that disables people.

CCS Disability Action is an organisation that supports people of all ages, and across the diverse cultures and disability in Aotearoa/New Zealand society. We have a role in removing the many barriers that disabled people face.

CCS Disability Action builds our work around three core documents:

- United Nations Convention on the Rights of Persons with Disabilities
- Te Tiriti o Waitangi
- New Zealand Disability Strategy

These documents mean we work within a human rights framework. We partner with disabled people, their families and whānau, to ensure that disabled people have conscious choice and control in their lives, have a positive and connected life, and that their local communities are more inclusive.

In our work, CCS Disability Action connects with all parts of Aotearoa/New Zealand. We recognise Māori as Tāngata Whenua and are committed to being in relationships with Hapu and Iwi so that we continue to develop our ability to support disabled Māori and their whānau.

CCS Disability Action has a regional structure with local offices. We provide disability support to over 5000 disabled people and their families each year. We run the Mobility Parking scheme which supports over 140,000 people to more easily access their local towns and facilities.

We measure success by our ability to connect disabled people with a wide range of life opportunities that every New Zealander might reasonably expect:

- belonging in a family/whānau
- learning
- having friends and relationships
- having choices about where we live
- having meaningful work and leisure opportunities
- participating in the community
- belonging culturally and spiritually in a way that has personal meaning

OUR FOUNDATION STATEMENT

Te Hunga Hauā Mauri Mō Ngā Tāngata Katoa

This statement forms the foundation of our identity and means that all people have Mauri, unique life force, and that we value every person equally.

OUR VISION

Including All People

CCS Disability Action has a vision that every disabled person will be included and participate in the life of their community and family.

To achieve our vision we are taking action to make Aotearoa/New Zealand a society where everyone plays their part to include all people - family members, friends, Hapu, Iwi, educators, health workers, business people, employers, councils, Government, community agencies and the public.

OUR PURPOSE

To strengthen communities and provide support so disabled people are included and participate in the life of their community and family.

WE VALUE

- Mauri, the unique life force of each person
- Disabled peoples' leadership
- The connections of family, whānau and community
- The common ground between us and also our differences
- The allies and partners in our work

POSITION PURPOSE

The role of Chief Executive is to effectively lead CCS Disability Action through the development, implementation and achievement of the strategic goals of the organisation. In doing so, the Chief Executive will consistently and compellingly articulate CCS Disability Action's purpose and impact, motivate staff and stakeholders, and continue to build the organisation's reputation and resources.

The Chief Executive will provide leadership and direction within a complex operating environment and promote a culture of trust and transparency among staff and the wider regional structure. At all times, the Chief Executive will foster a positive and collaborative culture while demonstrating a results-focussed and business-like approach to their work.

The Chief Executive will continue to develop the profile and capability of CCS Disability Action, so that the organisation continues to be a leader in the disability sector and the go to organisation on disability matters for government and the media.

KEY RELATIONSHIPS

Internal

National President and Board Members
Deputy Chief Executive
General Managers
National Leadership Team

External

Members
Funders
Sector related providers
Relevant Government Agencies

Staff
Governance Committees

Contractors and suppliers
Media

KEY ACCOUNTABILITIES

1. Strategy Development, Planning and Reporting

- Work closely with the National Board and, involving staff and key stakeholders, lead development and delivery of strategy
- Maintain a framework for transparent reporting to the National Board on progress against key outcomes and performance indicators; provide regular and detailed reports and forecasts
- Take a proactive role in assisting the National Board in defining and balancing CCS Disability Action's mission, vision, and short and long-term goals
- Assist the National Board to monitor and evaluate CCS Disability Action's relevance, its effectiveness and results through the application of relevant and consistent performance measures
- Proactively seek out and develop opportunities to grow and broaden the quality and impact of CCS Disability Action's work through strategic partnerships, alliances and joint ventures
- Have a commitment to the Social and Rights-based Models of Disability
- Have a commitment to Te Tiriti o Waitangi – Cultural Competence across all parts of CCS Disability Action's work
- Have a commitment to integrating Disability Leadership, Māori Disability Leadership and Pasifika Disability Leadership practices across all parts of CCS Disability Action's work

2. Organisational leadership

- Provide direction and leadership toward the achievement of CCS Disability Action's strategy, annual goals and objectives
- Ensure visibility and application of the organisation's vision Te Puāwaitanga, purpose, foundation statement and values and actively promotes this vision to staff
- Lead, mentor, develop and support direct reports to enable them to undertake their roles effectively; actively role model exemplary leadership qualities and behaviours
- Ensure that CCS Disability Action's day to day operations are effectively and efficiently coordinated and implemented within the National Quality Framework as agreed with the National Board.
- Ensure CCS Disability Action is structured and resourced to meet the National Board's Strategic Priorities
- Ensure CCS Disability Action is a disabled person directed organisation aligning with the organisation Vision, Values and Quality Framework and is increasingly able to measure outcomes for disabled people, and fully understand what disabled people think of the supports they receive from CCS Disability Action.
- Identify and manage areas of operational risk; implement appropriate quality management and risk mitigation strategies and alert the National Board of potential issues, as appropriate
- Proactively develop, evaluate and manage CCS Disability Action's systems and processes, including the preparation and delivery of financial, asset management and fundraising plans, to ensure consistency and best practice service delivery at a national level whilst appreciating the need for some local flexibility

- Implement stringent project management processes to ensure the timely and cost-effective development of key projects
- Work closely with managers to ensure that strategic and business plans are understood and implemented
- Seek new opportunities to improve organisational effectiveness and stakeholder relationships
- Promote a culture of continuous improvement
- Manage organisational change to achieve positive outcomes for CCS Disability Action

3. Advocacy and External Relations

- Ensure that CCS Disability Action identifies future sector priorities and issues and can initiate or respond as needed to planned and unexpected issues
- Ensure the development of effective and innovative advocacy strategies to the sector and government in order to promote the interests of CCS Disability Action and its stakeholders and national / regional / local services
- Represent CCS Disability Action externally and participate in meetings, committees and working groups as appropriate
- Promote CCS Disability Action and its image and status, its activities and the involvement of stakeholders and national / regional / local services

4. Relationship Management

- Develop and maintain effective strategic relationships with key stakeholders including national / regional / local services, funders and other organisations within the disability sector, to position CCS Disability Action as a credible organisation nationwide and achieve the best outcomes for disabled people and their whānau
- Seek out opportunities to develop and maintain relationships and influence government
- Maintain effective working relationships with the National Board and President
- Collaborate effectively with other key stakeholder organisations
- Ensure CCS Disability Action's services and successes are increasingly known and valued among national / regional / local services, stakeholders and the wider community

5. Financial Management

- Define CCS Disability Action's annual financial goals, in conjunction with the National Board, and ensure implementation of those goals
- Ensure effective financial management systems and policies are in place and maintained
- Ensure accurate and regular financial reports are provided to the National Board
- Actively monitor and manage expenditure within the approved annual budget
- Identify and access sources of fundraising; establish and maintain effective funding relationships
- Manage annual Audit and relationship with Auditors
- Manage CCS Disability Action in a prudent and business-like manner

6. Director Disability Support Care and Protection Service

- Provide leadership of the Oranga Tamariki Care and Protection Service with CCS Disability Action
- Provide sign off and approval for new referrals to the service
- Ensure the Board is appraised of all risks associated with the service
- Ensure there are clear delegations in place for the operational management of the service, including quality systems and internal audit

7. Marketing, Communications and Fundraising

- Oversee the development and effective implementation and regular review of a marketing, communications and fundraising plan, which delivers key messages, maintains and enhances CCS Disability Action's profile and regularly informs and updates key stakeholders
- Respond to all media enquiries, make media statements and provide editorial for the Annual Report and other publications as required

8. Human Resource Management

- Take responsibility for the overall direction of all staff through National Leaders and General Managers
- Ensure the recruitment of appropriately skilled staff, and establish appropriate remuneration levels and performance accountability for all staff within the guidelines agreed to by the National Board
- Manage recruitment, induction, performance management, disciplinary processes and development of all direct reports
- Act as liaison between staff and the National Board
- Ensure comprehensive human resources policies are in place and implemented
- Deliver robust guidelines that minimise risk and ensure the health, safety and wellbeing of those who work for CCS Disability Action
- Demonstrate a commitment to and uphold the principles of Equal Employment Opportunities
- Value all people for their unique talents and take an active role in promoting practices that support diversity, inclusion and cultural competence

9. Board Servicing

- Provide the National President and Board with high quality advice; timely, appropriate and accurate reports, business cases, information and measures of effectiveness
- In consultation with the National President, prepare the agenda for Board meetings, ensuring all relevant matters are presented for decision with well researched discussion points, options and recommendations
- Contribute to the management of CCS Disability Action through effective participation in National Board meetings
- Assist the National Board with preparation and monitoring of CCS Disability Action's National Work Plan and its financial results

PERSON SPECIFICATION

Essential

- Extensive demonstrated experience in a CE or senior management position
- Demonstrated ability to lead and adapt to changing and challenging times and take people with them ensuring a responsive / adaptive organisation.
- Knowledge of the disability / social services / not for profit sector
- A commitment to being an ally for disabled people.
- A strategic thinker with the ability to formulate strategies, policies and new approaches to respond to opportunities and threats
- Experience in working with Boards and providing professional, accurate and strategic advice, intelligence and reporting
- Motivational leadership with a strengths-based approach to supporting staff and relevant communities in the practice of high levels of performance
- Sets the tone of transparency, accountability and success through collaboration
- Politically astute with an understanding of government processes
- Successful leadership and implementation of organisational development and change
- Demonstrates experience and understanding of the processes needed to achieve buy-in and alignment to achieve successful change
- Demonstrated ability to establish and maintain positive working relationships and networks with a broad range of stakeholders
- Proven financial management expertise and experience in development and managing budgets
- Highly developed negotiation, influencing and advocacy skills
- Effective communicator with demonstrated success representing an organisation
- Ability to be innovative and think “outside the square”

Desirables

- Lived experience of disability, with an understanding of the barriers and challenges faced by disabled people
- Demonstrated understanding of the different models of disability