

HRV CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

THE ROLE OF THE EXECUTIVE DIRECTOR

The role of the Chief Executive Officer (CEO) is to provide strategic leadership of HRV so as to:

- develop the organisation as a leading voice for people who use drugs in Victoria and as a deliverer of programs to address their health, social justice and related issues;
- ensure that HRV commands public and professional respect, has integrity, is accountable, and is professional in its approach; and
- efficiently and effectively manage and promote HRV in accordance with its mission statement, objectives and strategic and business plans.

The CEO is accountable to the HRV Board through the Chair of the Board.

KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

1. Leadership

- Provide strategic leadership and foster a committed and supportive work environment in pursuit of HRV's objectives.
- Project a prominent and positive image of HRV in the promotion of its objectives.
- Present and promote HRV and its key issues and positions to key stakeholders, governments, the community and the media.
- Under the HRV Business Plan and with the Business Development Committee, maximise funding opportunities or other growth options for HRV.

2. Inclusion and advocacy

- Develop and implement strategies to identify and articulate the views of people who use drugs in Victoria.
- Develop and implement strategies to incorporate the views of people who use drugs to inform program and service delivery.
- Develop strong and supportive membership from people who use drugs and others who share HRV's aims and philosophies.
- Develop and effectively implement HRV's capacity in its own right or in partnership to advocate on behalf of its constituencies.

3. Planning

- Develop and implement strategic plans for HRV in accordance with the objectives and mission of the organisation.
- Organise, lead and participate in the annual strategic and business planning cycles.
- Review progress against strategic and other plans and policy decisions and communicate regularly with the Board.
- Implement decisions of the Board.
- Keep the Board informed of key international, national and local factors affecting the development of HRV.
- Inform the Board of relevant operational, financial and staffing matters.

4. Management

- Provide effective, responsive and supportive management to staff.
- Ensure appropriate organisational structures and processes are implemented with clearly defined roles, responsibilities and delegated authorities.
- Ensure that staff are professionally skilled and competent in their roles through effective recruitment, training, performance management and employee relations practices.

5. Administration

- Manage administrative matters relating to the board, staff and members, legal requirements, insurance, safety and health requirements, and establish policies and processes as required.

6. Finance

- Manage the financial affairs of HRV and adhere to diligent financial planning and controls of HRV's assets and resources.
- Prepare for Board approval annual budgets as part of annual business plans.
- Provide regular financial management, monitoring and reporting to the Treasurer (and hence to the Board).

PERFORMANCE INDICATORS_(* = tangible/measurable indicators)

Leadership

- Positive formal and informal interaction with, and feedback from, stakeholders including fellow organisations, government departments, other funding bodies and clients.
- Positive relations with project partners
- Positive and constructive relationship with the HRV Board.
- A strategic media presence as required. *
- Involvement in key decision making and advisory forums.*
- Successful grant applications or evidence of positive negotiations to grow the organisation.
- Expansion and/or diversification of funding base.

Inclusion and advocacy

- Effective engagement of the client group in the development of program and service's planning.
- Tangible initiatives to encourage formal participation by members on the HRV board or advisory committees.
- A plan to grow and service members.*
- A communication plan that is reviewed annually.*
- Internal consultancy and planning processes

Planning

- A strategic plan that is reviewed annually. *
- A business plan, including budget that is reviewed annually. *
- A communication strategy and business plan. *
- Progress reports on implementation of the strategic and business plan. *
- Detailed reports to each Board meeting – with recommendations if required. *
- Active and constructive interaction with any Board committees.

Management

- Up-to-date position descriptions for all staff. *
- Documented delegations. *
- Annual performance reviews are conducted for all staff. *
- On going appropriate professional and other support for staff has occurred as required.
- Clear employment, financial and operational policies and practices are in place – consistent with legal obligations. *
- Meet all targets in the delivery of programs and services as per the annual business plan.*

Administration

- Annual risk management audit. *
- Annual review of all operating, employment, occupational health and safety and other operating policies and procedures.*
- Fulfilment of all corporate, governance and financial legal requirements and reporting. *
- Provision of relevant supports and services to the Board to ensure it operates efficiently.*

Finance and risk

- An annual budget and business plan developed on time. *
- Regular management accounts as per agreed schedules, including performance against budget. *
- Audited financial reports. *
- Achievement of budget targets. *
- Timely advice to the Treasurer and/or the Finance Committee re any issues that have arisen or may arise, and recommendations to address the issues. *
- Annual audit of risk management.
- An effective and constructive working relationship with the Treasurer and/or a Finance Committee.

KEY SELECTION CRITERIA

Essential

- Sophisticated understanding of and commitment to harm reduction based policies and practises in a highly political environment.
- Exceptional interpersonal skills, allowing her/him to gain the support and respect of the Board, colleagues, community and a diverse group of other stakeholders.
- A well-developed financial literacy and business savvy relevant to the management of not-for-profit organisations.
- An ability to solve problems and think critically about the review and continuous improvement of programs.
- Possess outstanding written & verbal communication skills, including the ability to develop and present tenders, submissions, policies and plans;
- Current Australian driver's licence

Highly desirable

- Personal experience of the health and social justice issues being addressed by HRV
- Tertiary qualifications in a related field
- Extended working experience in harm reduction, drug policy, HIV/AIDS or related public health fields.