



CEO

POSITION DESCRIPTION

Moree Care is a community-based, not-for-profit, with offices in Moree and Mungindi.

We provide a range of services to enhance the quality of life of older people, younger people with disability, and the carers of both these groups, enabling them to live as independently as possible in the community. We also provide Community Transport services for anyone in our community who is transport disadvantaged.

1. Position Summary

Job Title	Chief Executive Officer
Accountable to	Management Committee
Position status	Permanent full time
Award conditions	Social, Community Home Care and Disability Service Award (SCHADS)
Salary package	Negotiable
Probation	6 months
Location	Moree, NSW

2. The Role of the CEO

The CEO is responsible for managing the operations of Moree Care, ensuring that Moree Care fulfils its Constitutional, contractual, legislative, legal and financial obligations. The CEO works in partnership with the Management Committee for the good governance of Moree Care and is accountable to the Committee.

3. Reporting Relationships

- Direct reports**
- Quality Manager
 - Services Manager
 - Office Administrator
 - External Bookkeeper

4. Principal Accountabilities

- **Leadership, Governance and Strategy**
 - Act in a professional manner at all times
 - Manage the internal and external operations of Moree Care
 - Lead Moree Care's governance, in partnership with the Management Committee, including business, financial, strategy, compliance, asset, investment and risk management
 - Provide the Management Committee with timely updates, reports and recommendations
 - Monitor trends in the aged care, disability and relevant community development sectors
 - Lead the organisation's management of change, responding to opportunities in the aged care, disability and broader community development sectors
 - Develop new business opportunities and partnerships/collaborations with other agencies to grow the business and enhance the delivery of support services, where sustainable.
- **Client Focus**
 - Ensure a person-centred approach to service delivery and client engagement throughout the organisation
 - In conjunction with clients, family members and staff, regularly review service offerings to identify opportunities for service improvement
 - Lead Moree Care's communication and engagement strategy, ensuring clients, carers and family members are regularly consulted and advised of organisational and sector changes that may impact them
- **Financial sustainability**
 - Oversee the efficiency and effectiveness of the financial management system and the financial viability of the organisation
 - Prepare financial budgets and reports for Management Committee approval
 - Prudently manage the organisation's financial resources and investments.

- Manage the annual financial audits and ACNC reporting processes.

- **People**
 - Lead the organisation’s workforce development strategy ensuring Moree Care attracts and retains staff with the right skills and capabilities to support the changing needs of clients and the organisation
 - Provide leadership development and succession planning

- **Safety, Quality Management and Improvement**
 - Oversee the design, management and review of a robust quality management system and lead a culture of continuous improvement throughout the organisation.
 - Ensure the organisation complies with all relevant quality assurance standards and accreditations.
 - Ensure compliance with all relevant federal, state and local laws, regulations.

- **Information and Knowledge Management**
 - Oversee the management of Moree Care’s Information and Communications systems and processes ensuring they support the organisation’s needs for data collection, client information management, reporting and accounting.
 - Ensure effective communication channels are maintained throughout the organisation.

- **Marketing**
 - Oversee Moree Care’s external communications, branding, and marketing, including internet presence, to enhance Moree Care’s profile, engage stakeholders, and promote the services
 - Represent Moree Care and build cooperative relationships with key government agencies, other service providers and professional and community organisations.
 - Represent Moree Care as the primary spokesperson with all stakeholders, including peak bodies, the media and the public.
 - Develop and maintain an awareness of our community cultures, ensuring Moree Care is recognised as a trusted, accessible, and culturally safe local partner.

5. Qualifications and Experience

Essential

- **Regulatory & Governance Expertise**
 - An excellent ability to understand and negotiate relevant government legislation, contracts, policies, and Standards (e.g., Aged Care, NDIS).
 - Previous success working with a Management Committee and the ability to cultivate positive relationships with members.
- **Financial & Resource Stewardship**
 - Superior financial management skills and experience, including budget preparation, monitoring, and reporting, and annual financial audit management.
 - Proven ability to lead service delivery in a "thin market" where traditional resources (staffing, sub-contractors) may be limited.
- **Person-Centred Leadership**
 - Demonstrated commitment to person-centred service delivery and continuous improvement throughout an organisation.
 - Comprehensive understanding of trends and opportunities in the Aged Care and Disability sectors.
- **Community Presence & Stakeholder Engagement**
 - High-level communication skills and the ability to engage a wide range of stakeholders and cultures.
 - Proven ability to build authentic relationships across diverse social and cultural demographics in a rural/remote community.
- **Personal Resilience and Privacy & Confidentiality**
 - Evidence of personal resilience and the ability to manage competing demands with a large workload, in limited timeframes, in a complex environment and make decisions under pressure.
 - A commitment to privacy and confidentiality and the ability to maintain professional boundaries while living and working in a small, interconnected community.
- **Mandatory Requirements**
 - A tertiary qualification in a relevant discipline.
 - Valid NDIS Worker check, First Aid and CPR, Working With Children check, and Driver's Licence - before commencement.

Desirable

- **Writing Skills**
 - Excellent writing skills with a track record of successful grant applications and the ability to engage diverse audiences
- **Project Management**
 - Project management skills for physical asset, building renovation and construction management
- **Business Amalgamation**
 - Soft and hard skills for business amalgamation including business model concepts integrating legal, physical and people processes and resource.

6. Selection Competencies

The assessment of your suitability for this role will be based on the demonstration of the following competencies:

- 1. Regulatory & Governance Expertise:** An excellent ability to understand and negotiate relevant government legislation, contracts, policies, and Standards (e.g., Aged Care, NDIS). Previous success working in partnership with a Management Committee to ensure high standards of governance.
- 2. Financial & Resource Stewardship:** Superior financial management skills, including budget preparation, monitoring, and reporting. Proven ability to manage physical assets and navigate "thin markets" to ensure service sustainability in a rural context.
- 3. Strategic People Management:** Highly effective knowledge and experience of Human Resources and Industrial Relations laws and awards. Ability to lead workforce development and succession planning to attract and retain staff in a competitive regional environment.
- 4. Personal Resilience:** Proven ability to manage competing demands and a large workload within limited timeframes in a complex, remote environment.
- 5. Community Presence & Stakeholder Engagement:** High-level communication skills with a track record of building trust across diverse audiences and cultures. Ability to act as a primary spokesperson and build authentic relationships within a rural/remote community.
- 6. Professional Boundaries & Representation:** Demonstrated ability to maintain professional integrity and appropriate boundaries while living and working in a small, interconnected community.

7. Signatures

Signed Chief Executive Officer _____

Date

Signed Management Committee

President _____

Date