



DISABILITY INFORMATION & RESOURCE CENTRE

POSITION DESCRIPTION

Position Title:	Director
Location:	The Disability Information & Resource Centre (DIRC) is located at 195 Gilles Street, Adelaide, South Australia. The Director will be required to travel intrastate and interstate in order to fulfil the requirements of this role.
Type of Appointment:	Permanent Full Time
Hours of Work:	Regular out of hours work and intrastate and interstate travel will be required.
Salary:	Negotiable

ORGANISATIONAL CONTEXT

The Disability Information and Resource Centre (DIRC) has been the major clearinghouse for disability information in South Australia for over twenty-five years. It has provided information to empower people to make choices and decisions about their own lives, and to further their knowledge of disability and the issues relating to it.

Our Vision: DIRC will provide Information to Empower and Educate

Our Mission: Our mission is to empower people with a disability and develop community awareness and understanding on disability related issues by providing accurate, impartial / independent, relevant, timely and appropriately formatted information on all aspects of disability.

Our Values & Principles: We operate with the belief that disability is not a negative attribute of the human condition. As such, Disability is to be celebrated as it contributes to the diversity and uniqueness of humanity. People with a disability have a right to be, and our society has a responsibility to ensure that this right is not violated.

We Value People with a Disability

- They are the reason we exist;
- Have the same rights and responsibilities as other members of society;
- Are members of the community and as such has the right to full participation in the community.

We Value our Staff and Volunteers

- We respect their dedication and commitment to providing information;
- We appreciate their commitment in searching for new information and services.

We Value our Relationship with Government and other Organisations

- Together we can provide accurate timely information on services that are available.

DIRC's Core Services:

- The Path Brokerage Service

- Library and Information Service
- Disability and Ageing Expo's
- Auditing & Consulting
- Meetings Conferences and Events
- Electronic Information
- Club Cool

JOB SUMMARY

- The Director is accountable to the Board of Management (the Board) of DIRC for the direction, management and coordination of DIRC's services.
- As Chief Executive Officer the Director co-ordinates the strategic planning process and oversees the development of organisational policies and procedures.
- The Director has responsibility for the effective and efficient management of human resources, financial performance, administration procedures and assets.
- To support and maintain the mission, values and principles of the organisation.

ORGANISATION RELATIONSHIP

Position reports to:	Board of Management
Responsibilities:	Library & Information Manager, The Path Case Manager, Marketing & Events Officer, Administration, Library & Information Staff.
Internal Liaisons:	DIRC staff (contract, casual and voluntary), Board Members.
External Liaisons:	Government representatives, Corporate and Sector partners and service users, Clients and Centre Visitors, Contractors, Auditor.

BOARD OF MANAGEMENT

The Director reports to the Board of Management and is required to attend all but does not have voting rights at Board Meetings.

STATEMENT OF KEY ACCOUNTABILITIES & OUTCOMES

SERVICE AREA	ACCOUNTABILITIES & OUTCOMES
Quality Service	<ul style="list-style-type: none"> • Oversee the achievement of DIRC's strategic plan and meet community needs and professional standards by: <ul style="list-style-type: none"> • Liaising with the community and other professional groups; • Identifying and developing issues and determining goals and objectives; • Establishing and maintaining evaluation procedures to assess the success of strategies to achieve stated objectives; • Provide effective and relevant reports on progress to the Board of Management. • Undertaking project work as required or contracted. • Oversee the development and delivery of all of DIRC's information services to ensure they are effective and efficient. Ensuring information is researched and enquiries are responded to promptly; • Contribute to the efficiency and effectiveness of services offered to

	<p>people with a disability by government and non-government organisations by:</p> <ul style="list-style-type: none"> • Providing a consulting service to assist organisation to improve their systems and services; • Undertaking contract work as a consultant for service providers as required; • Representing DIRC on advisory boards and consultation requests; • Ensure proper management of DIRC's physical resources by overseeing property and equipment maintenance, developing minor work proposals and maintaining consumables, security and property; • Maintain a system for developing and reviewing all HR, OHS and QA policies and procedures to ensure compliance with relevant legislations and standards; • Undertake special projects as required.
Financial Management	<p>Ensure the financial sustainability of DIRC by:</p> <ul style="list-style-type: none"> • Exploring opportunities for generating an income including fee for services opportunities; • Preparation of funding applications and tenders to attract funding and one off grants; • Negotiate funding applications and ensure reporting responsibilities are undertaken in required time frames; • Ensure the proper financial management of DIRC by preparing, negotiating and maintaining DIRC's budget allocation in adherence with sound financial practices, organisational direction and parameters; • Oversee the preparation and processing of wages, accounts receivable and accounts payable; • Ensure fees and charges are benchmarked and are in line with industry norms; • Oversee the purchase of quality goods and services including reviewing contractor performance; • Present income and expenditure reports to the Board of Management and prepare annual budgets.
Human Resource Management	<ul style="list-style-type: none"> • Review and monitor staff and volunteer's performance and ensuring they deliver a high standard of customer service by: <ul style="list-style-type: none"> • Overseeing the undertaking of formal performance reviews of all staff members annually; • Review position description on an annual basis to ensure they are current and reflect staff current position and changes are recorded; • Providing access to information and opportunities to attend appropriate training and development activities; • Ensure that staff and volunteers have a fair, equitable and safe work environment by establishing and implementing sound industrial relation, equal employment opportunities, occupation health safety and welfare policies, procedures and practices.
Marketing & PR	<ul style="list-style-type: none"> • Promote awareness of DIRC's services and function by developing and initiating marketing plans targeted at generating a sustainable income; • Developing and maintaining networks; • Attending seminars, conferences and meetings to promote DIRC's services and functions; • Exploring opportunities to create further awareness of DIRC's services;

	<ul style="list-style-type: none"> Overseeing the development of marketing material and media releases;
Community Development	<ul style="list-style-type: none"> Contribute to disability policy and development of disability programs by chairing or participating in reviews, committee, ad hoc working groups and actively encourage employee participation in these areas.

PERSON SPECIFICATION

Essential Requirements:

Education/Vocation Qualifications
A Bachelors Degree in Business Management or post graduate qualifications in a relevant field.
At least three years demonstrated successful experience in managing a diverse organisation including the supervision and management of staff.
Relevant experience in leading and managing a client services portfolio at an executive level.
Significant successful experience in contemporary business practices and the application of the principles of contemporary human resource management
Must hold a current Australian Driving License.
Personal Abilities / Aptitudes / Skills
Excellent communication skills, both verbal and written.
The ability to work independently to meet deadlines and cope with conflicting work demands without direct professional supervision.
The ability to develop networks and liaise with other relevant government and community based organisations.
Well developed skills in the use of Information Technologies relevant to a disability information service.
Excellent interpersonal skills and personality traits which will facilitate good working relationships with stakeholders, funding bodies, clients, staff and volunteers.
Ability to consult widely and to develop sound policies, procedures, practices and plans all of DIRC's services.
The ability to think outside of the square in developing new service delivery areas.
Experience
<i>It is essential that the Director has a thorough working knowledge of:</i>
Delivery of human services.
Principles and practice of community development and community inclusion.
Sound knowledge of disability services and resources nationally and in particular in South Australia.
Detailed knowledge of the National Standards for Disability Services and relevant legislation.
Disability issues and a commitment to issues of social justice.
Detailed knowledge of both State and Federal funded programs and the subsequent reporting of outcomes along with working knowledge of how such funding is secured.
Demonstrated high level skills in instructing and assigning work to a team and reviewing the quality of work undertaken.
Experience with personal computers, relevant software and their applications.
Experience in change management.
Networks, opportunities and resources available in the community services sector.