

~ ACEDA Inc. ~

Recovery, Understanding, Acceptance and Inclusion

Executive Officer

ACEDA is a member based not for profit organisation which values the lived experience of people affected by panic and anxiety, eating disorders and or obsessive compulsive disorders.

ACEDA has been formed through the collaborative amalgamation of the Eating Disorders Association of SA, Panic Anxiety Disorders Association of SA, and the Obsessive-Compulsive Support Service. For more information about the foundation organisations which make up ACEDA please visit:

EDAsa <http://www.edasa.org.au/>

PADA <http://www.panicanxietydisorder.org.au/>

OCDSS <http://w3.mhcsa.net/cmhss/profile/pdf/?id=22>

ACEDA is currently seeking an experienced Executive Officer to provide leadership to the new organisation and to work collaboratively with the Board to achieve the new organisation's strategic goals within the organisation's values framework.

As Executive Officer you will lead this newly formed organisation through strategic and operational management incorporating;

- Governance & Leadership
- Quality and Risk
- Information, Communication and Technology
- Financial Management
- Collaborative Relationships
- Human Service Development and Delivery
- Legislative Compliance
- Marketing and Public Relations

To express interest in this position please visit www.edasa.org.au and download an information pack. **Applications close 4th of May, 2009.**



Greetings

Thank you for your interest in ACEDA and the role of Executive Officer. In this information package you will find all you need to consider in expressing interest in the position. Please take time to review and reflect on this information before making your application.

Written applications for the position can be addressed to Geoff Phillips at gphillips@baptistcaresa.org.au or c/- 157 Beulah Road, Norwood, SA, 5067 by close of business **Monday 4th of May, 2009**.

Your application should briefly (no more than three pages) demonstrate your ability to perform the Major Accountabilities as described in the position description, and include an up to date resume and at least three professional referees. Please also specifically identify your experience within Human Services, Health, Mental Health or Welfare services within the framework of the Major Accountabilities.

We appreciate your time in submitting and expression of interest and will treat your application with the strictest of confidence.

Brief telephone inquiries can be made to Geoff Phillips on 0401 691 821.

We wish you all the best with your consideration of this exciting role.

The Amalgamation Working Party

on behalf of the Boards of the Eating Disorders Association of SA, Panic Anxiety Disorders Association of SA, and the Obsessive-Compulsive Support Service.



ACEDA

(Incorporating Eating Disorders Association of SA, Panic Anxiety Disorders Association of SA,
and the Obsessive-Compulsive Support Service)

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ACEDA has an annually reviewed funding agreement with the SA Department of Health providing the organisation with revenue in the order of \$300,000 to \$350,000 pa. Under this agreement the organisation provides services through the provision of information, advocacy, education, referral, and support groups. The organisation is seeking to consolidate its position as the specialist provider of these and similar services in SA, and further expand its capacity to positively influence and educate the community and assist those who experience Eating, Anxiety and Obsessive Compulsive disorders.

The following Objects and Values have been approved by the three Boards of the amalgamating organisations.

OUR MISSION IS... To assist all South Australians affected by Panic Anxiety, Obsessive Compulsive and Eating Disorders, and their supporters, through education, information, support and advocacy.

OUR VISION IS FOR... Recovery, Understanding, Acceptance and Inclusion



OUR ASSOCIATION OBJECTS ARE...

- To provide a best practice range of education, recovery services (including peer support), information and advocacy services and programs which address the needs and interests of people living with Panic Anxiety, Obsessive Compulsive and/or Eating Disorders
- To promote the continuing development of the community based recovery and support sector for people living with Panic Anxiety, Obsessive Compulsive and Eating Disorders, and for those who support them.
- To encourage inclusion by promoting greater community awareness, understanding and support about the effects of Panic Anxiety, Obsessive Compulsive and Eating Disorders on individuals, and their supporters.
- To encourage ethical research into the causes of Panic Anxiety, Obsessive Compulsive and Eating Disorders and recovery options for people living with the symptoms.
- To encourage people living with Panic Anxiety, Obsessive Compulsive and/or Eating Disorders, and their supporters to engage in recovery journeys in a spirit of mutual support.
- To provide appropriate opportunities to Members and the community to contribute to the Association in a variety of roles, including as volunteers.
- To collaborate with other like-minded providers in the best interest of people living with Panic Anxiety, Obsessive Compulsive and/or Eating Disorders, and their supporters.

OUR SHARED VALUES ARE...

- Respect
- Best practice
- Accountability
- Integrity
- Collaboration
- Hope
- Opportunity



Position Description

Job Title: Executive Officer (EO)

Conditions: Three year contract up to 1.0 FTE

Package circa \$67,000 inclusive of salary packaging and superannuation

Position Summary

The EO, through strategic leadership and operational management works collaboratively with the Board, staff, consumers and other stakeholders to:

- Implement the values and strategic goals and objectives of ACEDA
- Support the Board to fulfil its governance function
- Lead a team of professional staff to deliver a range of services that support people with a lived experience of panic and anxiety, eating disorders and or obsessive compulsive disorders, and their supporters

Major Functions/Accountabilities

The EO effectively manages all strategic and operational business systems including:

- Governance & Leadership
- Quality and Risk
- Information, Communication and Technology
- Financial Management
- Collaborative Relationships
- Human Service Development and Delivery
- Legislative Compliance
- Marketing and Public Relations

Governance & Leadership

Participates as a member of the Board to develop the Strategic Plan. Implements the Strategic Plan within the organisation. Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of the organisation's and the EO's performance.

Quality and Risk

Actively pursues continuous quality improvement and risk management in all activities, and supports the development and review of effective policies and procedures which guide organisational activities.



Human Resource Management

Effectively manages the human resources of the organisation according to authorised HR policies and procedures that fully conform to current laws and regulations and which reflect the organisations values and governance policies.

Information, Communication and Technology

Promotes the use of communication systems and technologies to generate and utilise knowledge and information.

Financial Management

Develops and achieves the established targets through the implementation of an annual business plan. Recommends yearly budget for Board approval and prudently manages organisation's resources within those budget guidelines according to current laws and regulations.

Collaborative Relationships

Engages proactively with all stakeholders according to the values of the organisation to achieve ACEDA's objectives.

Human Service Development and Delivery

Oversees the design, delivery and quality of programs, products and services provided to people who experience eating, anxiety and or obsessive-compulsive disorders and their supporters, including meeting relevant service standards and ensuring access.

Legislative Compliance

Ensures that all activity is conducted in a manner which complies with legislation.

Marketing and Public Relations

Ensures the organisation and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders. Ensures relationships with all stakeholders is to the advantage of the organisation, its clients and its Mission.

Reporting /Organisational Relationships

Reports to the Board of Management

Special conditions

The position may require some out of hours work and intra/interstate travel

Qualifications

Qualifications in management, humanities and or social sciences.



Skills/Abilities/Aptitudes

- Demonstrated skills in leadership, creativity and the implementation of strategic goals
- Proven problem solving, communication and organisational skills
- Demonstrated skills in effective networking, collaboration and advocacy with a range of stakeholders
- Highly developed written and verbal communication skills, including presentation and public speaking skills
- Demonstrated ability to develop and administer a budget of a similar sized agency within legal requirements, and the broad directives set by a Board of Management
- Ability to identify needs and issues of the agency's prospective clientele, and to develop and implement policies and programs that are sensitive to, and address those needs and issues as appropriate
- Ability to secure resources for the ongoing operations of the organisation from a range of sources.

Experience

- Demonstrated experience in management within a health and human services setting
- Demonstrated experience of working with people with a disability/ marginalised groups
- Demonstrated experience in the effective management and acquittal of grants and contracts.

Knowledge

- Management theory and principles as applied in human service organisations
- Financial management systems for human service organisations
- Occupational Health, Safety and Welfare Act and requirements under Equal Opportunity legislation.
- Proficiency in the Microsoft Office suite of applications or equivalent, including using spreadsheets to maintain financial records and familiarity with database maintenance, and use of networking, email and desktop publishing software
- Understanding of the needs of people with a lived experience of mental health issues and their supporters
- Understanding of the principles of Recovery and Peer Support
- Knowledge of the human services sector
- Knowledge of the Associations Incorporation Act (1985)



OBSESSIVE COMPULSIVE DISORDERS SUPPORT SERVICE
(INC IN S.A. AS O.C.D.S.S.)

