



General Manager

Recruitment Information Package

April 2021

Deaf Victoria (DV) is seeking a highly motivated self-starter with experience in the not-for-profit, disability and /or community services sector/s to lead the organisation in 2021 and beyond. The successful applicant will have knowledge and skills in project management, financial accountability as well as relationship and people management. Additionally, being innovative, efficient and having the ability to respond to a changing and dynamic environment will be highly regarded.

This position may suit an emerging Deaf/hard of hearing person who is interested to further advance their career in the not-for-profit, disability and/or community services sectors by taking up an entry level leadership position. DV is committed to providing learning and development opportunities to enable the successful applicant to confidently lead DV and achieve all expected Key Performance Indicators (KPIs). Coaching and mentoring supports will be provided as required.

About the Position:

The General Manager is responsible for the execution and implementation of the [DV Strategic Plan \(2018-2023\)](#) and reports to the Deaf Victoria Board.

The General Manager leads the delivery of the DV vision, represents the values of the organisation, and continues our strong history of breaking down barriers and building foundations for a society that acknowledges and celebrates the contributions and capabilities of deaf¹ Victorians. The General Manager leads from a position of strength bringing the values of a Deaf² identity and the lived experience to the role.

The General Manager leads a small high performing team of staff, including advocacy, project and communications officers who will be undertaking a range of funded projects, advocacy and communications activities to enable an inclusive Victoria. Much of this work is done in partnerships with other like-minded organisations within the deafness and/or disability sector through innovative practices that achieve results.

The General Manager leads the Victorian response to the ongoing challenges of the evolving NDIS, as well as keeping abreast of the changing disability and advocacy landscape.

Reports

Reports to: The Board of Directors

Direct reports: Individual Advocacy Officer, Projects and Grants Coordinator, Projects and Research Coordinator, Outreach and Communications Officer, Team Leader- Advocacy and Outreach

¹ The term deaf is inclusive of all Victorians who are culturally Deaf and are Auslan first as well as those who are hard of hearing and use spoken English and/or Auslan.

² Deaf is defined as ensuring deaf cultural values, Auslan and the Deaf community are at the centre of what we do.

Key Relationships

Internal: Deaf Victoria (DV) Board of Directors, staff, contractors and volunteers.

External: Funding bodies (i.e. NDIA, DFFH), State government organisations and other statutory authorities, identified industry partners, other state and national peak deaf and disability sector organisations

DV Vision

Deaf and hard of hearing people experience equality, opportunity and connection, and are valued for their unique contributions towards a diverse society.

Key challenges

Grants and Funding: A changing grants and funding landscape due to the introduction of the NDIS. DV receives recurrent funding from the Department of Families, Fairness and Housing (formerly DHHS). This must be supplemented by successfully attaining additional funds through State, Commonwealth government or philanthropic grants to enable the organisation to be financially sustainable.

Governance and Management: As a disability organisation, we must comply with and have in place appropriate policies, procedures and work checks as required by the Victorian Department of Family Fairness and Housing (DFFH) and the National Quality and Safeguards Commission. The organisation undergoes regular audits to ensure compliance. Additionally, there are a range of reporting requirements that must be met in through our grants programs to record the responsible use of resources, handling of client information and overall management.

Capacity Building: As the key link between board and staff, strategic and operational, the General Manager must continually work to build understanding and skills at both levels to ensure Deaf Victoria can consolidate current work and take advantage of future opportunities.

Organisational Scope: The importance of continually working to clarify the remit of Deaf Victoria to the Deaf and wider community and focus work on the area of advocacy (self, individual and when funded- systemic).

Key opportunities

Leadership: This leadership role provides an opportunity to champion, influence and change the capabilities and capacity of deaf Victorians to participate in the wider community. The work is unique in that there is always something new every day, the projects are interesting and creative.

Strategic thinking: There is an opportunity for strategic and creative thinking working with the Board, staff and sector partners to innovate new projects and solutions for our community.

Auslan/Deaf friendly workplace: This is a Deaf led, Auslan first organisation. All members of the board and staff are fluent in Auslan. Processes and funding are in place to ensure access to Auslan/English interpreters when dealing with external stakeholders.

Support- There are arrangements in place for the provision of managed services and ongoing support from Expression Australia. Supervision and other capacity building is also available from Disability Advocacy Resources Unit (DARU). In addition, the Board is committed to providing learning and development opportunities for all staff.

Position Accountabilities

1. Leadership and Impact

- a. Lead the representation and advocacy for the inclusion of Deaf and hard of hearing Victorians across all areas of life.
- b. Lead the implementation of the DV Strategic Plan (2018-2023) and the development of an annual business plan.
- c. Develop and enable positive community impact through enhancing the profile of DV across Deaf, hard of hearing, disability, mental health and mainstream community sectors.
- d. Successfully meet all project outputs of government funded advocacy service and special projects.
- e. Review and improve organisational effectiveness by developing processes, overseeing employees, establishing a highly motivated work environment, and creating innovative approaches for improvement.

2. Business Development

- a. Identify and successfully apply for funding opportunities to achieve the DV Strategic Plan (2018-2023) and ensure financial stability for DV.
- b. Seek out opportunities for expansion and growth by developing new business relationships.
- c. Build, maintain and influence stakeholder partnerships such as funding bodies, government departments that will deliver the greatest organisational and sector impact.

3. People and Culture

- a. Create and foster a supportive and high performing team culture and environment.
- b. Encourage individual learning and growth to ensure that our workforce can respond to the needs of today and the future, as well ensuring agility and responsiveness.
- c. Ensure compliance with human resources management and other guidelines including workplace health and safety, equal opportunity employment and anti-discrimination requirements.

4. Financial Sustainability, Accountability and Compliance

- a. Ensuring exemplary financial management practices across the organisation.
- b. Managing existing funding relationships for compliance and sustainability.
- c. Building opportunities for income diversification via a planned and executed growth strategy that responds to NDIS opportunities.
- d. Ensuring Deaf Victoria meets all obligations with respect to laws, contracts, insurance, quality assurance systems, policies and procedures.
- e. Create and manage the organisation's budget to guide decision making.

5. General duties

- a. Act in accordance with Deaf Victoria Quality Manual and other relevant internal processes.
- b. Other duties as required by the Deaf Victoria Board.

Selection Criteria

Essential:

- Qualifications or degree in community development, policy or business management or minimum of 2 years' experience in a similar role
- Highly developed skills in strategic thinking and an ability to influence change to enable the capability and inclusion of deaf people in the Victorian community
- Demonstrated skills in organisational leadership and management including the management of people, resources, systems, projects and funding.
- Demonstrated understanding of the sector wide challenges for Deaf and hard of hearing individuals in all spheres of Victorian government policy as well as in an NDIS, person-centred framework
- Outstanding writing, editing, and proofing skills for high quality grant proposals, reports and communications.

Highly desirable:

- Extensive knowledge of various community networks supports and structures that enable Deaf and hard of hearing Victorians.
- Demonstrated success in acquiring grant and funding applications
- Lived experience of being Deaf or hard of hearing³

Terms and conditions

- The position is full time. Deaf Victoria is committed to flexibility in the workplace and this position is no exception.
- The successful candidate shall be offered an employment contract for twelve months, commencing June 2021 (may vary depending on availability to commence), which sets out the terms and conditions of employment. A three-month probation period applies.
- A contract will be offered subject to a successful safety screening with a National Crime Check and Working with Children check.
- The base salary range is \$85,000- \$97,000 per annum plus salary packaging, and superannuation commensurate with experience.
- The position is based in East Melbourne with option to work up to two days from home.
- Deaf Victoria is an equal opportunity employer.

³ *This position is targeting a group of applicants (deaf or hard of hearing people) who have a protected attribute (disability) as defined in the Equal Opportunity Act 2010. As such, the essential selection criteria for the applicant to be deaf or hard of hearing is a 'special measure', permitted in line with this legislation. More information: <https://www.humanrights.vic.gov.au/for-organisations/special-measures/>

The Recruitment Process

Considering whether to apply:

If you are interested in this position, you are strongly encouraged to organise a 1:1 discussion with Catherine Clark to get a good understanding of the role and ask any questions you may have. You are strongly encouraged to take advantage of this opportunity as this will help you decide if you have the skills to undertake this role.

An **information webinar** will be held in Auslan on 6 May 2021, 7- 8pm to inform interested candidates about the role. This webinar will be live streamed via MS Teams and there will be an opportunity for applicants to ask questions anonymously to protect the identity of potential applicants. To participate in the webinar use this [link](#). Before you are connected, please ensure your camera and microphone is off and if you would prefer, set your name to anonymous. Questions can be typed anonymously and will be answered in Auslan for all participants to view.

If you experience any difficulties in joining, please contact Maxine Buxton at manager@deafvictoria.org.au.

Writing your application

- To apply, you must prepare a written application in English addressing all the Essential and Highly Desirable Key Selection Criteria (page 4) and include a current and up to date Curriculum Vitae (CV).
- You must also submit cover letter. This can be in either Auslan or English.
- The panel will not accept an application that is only in Auslan or that does not address the Essential and Highly Desirable Key Selection Criteria will not be considered.
- Before you submit your application, make sure you check your application for any grammar or spelling errors. It might be a good idea to ask a friend to have a read over it before submitting it.

Submitting your Application

- Please submit your application **including a cover letter (Auslan or English), an additional document that addresses all the Selection Criteria and a current Curriculum Vitae** to jobs@deafvictoria.org.au by Friday 14 May 2021.
- Applications that do not have a cover letter, do not address the Selection Criteria nor have a CV will not be accepted.
- Shortlisted candidates may be invited to a video conference screening interview during the week of 17 May 2021.
- A further shortlist of candidates will be invited to an interview during the week of 24 May 2021. This interview will take place at the Deaf Victoria offices in East Melbourne.

All inquiries regarding this position, in the first instance should be directed to:

Catherine Clark,
President, Deaf Victoria
Email: president@deafvictoria.org.au
Mobile: 0417 224 089

About Deaf Victoria

Established in 1982, Deaf Victoria (DV) is the peak representative and advocacy body for Deaf and hard of hearing Victorians. Our vision is a world in which Deaf and hard of hearing people experience equality, opportunity and connection, and are valued for their unique contributions towards a diverse society. Our core work is to advance the needs and aspirations of Deaf and hard of hearing people, break down barriers and build foundations for a society that acknowledges and celebrates their contributions and capabilities.

We do this through engaging deeply with our stakeholders and advocating for improved human rights and equal opportunities through using our shared lived experience and knowledge.

DV comes under the remit of the NDIS Quality and Safeguards Commission and receives its base funding from the Victorian Department of Families, Fairness and Housing) to operate an Individual Advocacy Service.

DV's Strategic Plan (2018-2023) drives the work we do and ensures we are well placed to respond to new challenges and opportunities as a result of the changing funding arrangements as a result of the implementation of the NDIS and the changing role of advocacy under this new environment.

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