

APPLICATION KIT

SENIOR LEADER ASSET & ENTERPRISE



Hinchinbrook Community Support

**HINCHINBROOK COMMUNITY SUPPORT CENTRE INC.
71 TOWNSVILLE ROAD, INGHAM Q 4850**

EMAIL: ceo@hcsc.org.au

Dear Sir/Madam

Thank you for your interest in seeking information regarding employment with the Hinchinbrook Community Support Centre Inc.

Attached information relates to:

- Application Form
- Position Description
- Key Selection Criteria
- Guidelines for Applicants

Please ensure that your application (in triplicate) is complete and comprises –

- An Application Form
- Responses to the Key Selection Criteria
- Curriculum Vitae or Resume

Mark applications 'CONFIDENTIAL' and email to: ceo@hcsc.org.au

Applications will be accepted until the position is filled.

Yours sincerely

Linda McClelland
CEO

APPLICATION FORM

(Please complete all questions on this form)

Attach supporting documentation, addressing selection criteria to this application cover sheet.

Name:	
Address:	
Telephone No:	Mobile:
Position required:	
Closing Date:	
Previous employer:	Do we have permission to contact? YES NO
1. Name of employer:	
Address:	
Telephone No:	Mobile:
Position held:	
Employment Dates:	
Previous employer:	Do we have permission to contact? YES NO
2. Name of employer:	
Address:	
Telephone No:	Mobile:
Position held:	
Employment Dates:	
1. Name of Referee:	
Address:	
Telephone No:	Mobile:
Business name:	
2. Name of Referee:	
Address:	
Telephone No:	Mobile:
Business name:	
Are you legally entitled to work in Australia?	YES NO

Do you have or recently applied for a Federal Police Check?	YES NO (Date of check or application made)
Do you hold a current Blue Card from the Commission for Children & Young People?	YES NO You will be required to show this card at any interview.
What current driving licenses do you hold and do you have any driving restrictions in place currently?	
Do you hold a construction White Card?	YES NO
HEALTH: Do you have any disabilities or known health conditions which could prevent you from competently and efficiently carrying out the duties of this position in a manner which is safe to yourself, your fellow employees, the public generally and company's property? YES NO Please specify _____ _____ _____	

PRIVACY NOTICE:

The HCSC will use information collected for the purpose of selecting candidates to fill vacant positions. Information will be kept for the duration of the selection process and stored in a secure place until the selection process is completed.

Only those people with a role in the selection process will have access to the information. Original CVs of unsuccessful applicants will either be returned or destroyed. All copies will be destroyed. Information relating to the successful applicant will be retained by the HCSC. You may seek access to information gathered about you for the purposes of selection. Failure to disclose the requested information will affect the efficiency of the selection process.

I fully understand that any false, misleading or incomplete information stated by me in this application may lead to instant dismissal if employed by the HCSC Inc.

I certify that the information stated in this application is true and correct in all details.

Signature

POSITION DESCRIPTION – SENIOR LEADER ASSET & ENTERPRISE

Position	
Position Title	Senior Leader – Asset & Enterprise
Status	Permanent Part time
Hours	45 Hours per fortnight on commencement with opportunity to increase. Flexibility with days and hours spread.
Award	Social, Community, Home Care & Disability Services Award 2010
Classification	Above Level 5 with generous salary sacrificing arrangement, 5 weeks annual leave
Organisational Relationship	
Reports to:	CEO – Hinchinbrook Community Support Centre
Supervisory Groups:	Social Enterprise Team, Community Housing Program, Board focus group and existing office staff
Purpose of Senior Leadership	The Asset & Enterprise Senior Leader operates at a middle management level within Hinchinbrook Community Support Centre (HCSC) and is jointly responsible along with the Senior Leadership team for the effective, efficient, and optimal delivery of client, asset & enterprise and administrative services, while holding specific accountabilities for the ongoing management and maintenance of HCSC's assets and work being carried out on these on the organisation's behalf.
Objectives of this Position	The objective of this position is to ensure the operations of social enterprise activities are within the expectations of the organisation, additionally that all assets including buildings and vehicles are strategically managed, tasks include acquisition, maintenance, disposal, and project management of developments.
Key Performance Indicators of this Position	<ol style="list-style-type: none"> 1. All statutory and regulatory reporting requirements completed by due dates. 2. Asset lifecycle plans are in place and maintained up to date. 3. Project management of lifecycle plans of assets and ad hoc grants. 4. Commercial operations of SE operate in a cost neutral environment. 5. All annual staff reviews completed and discussed with CEO by 31st October each year. 6. Period report to the CEO for board presentation, completed in a timely and thorough fashion. 7. Asset lifecycle plans are in place and periodically reviewed for all assets, owned or managed by HCSC.
Primary Functions of the Position	<ul style="list-style-type: none"> • Insurance • Asset maintenance, disposal, and replacement scheduling • Acquisitions, Supplier tendering & contracting • Purchasing & authorisations • Contractual management • Asset security particularly during natural disasters such as floods and cyclones • Marketing of goods and services from concept to the customer • Oversee construction and building redevelopment projects • Investigate community need and incorporate into strategic plan for asset renewal • Develop budgets and explore grant opportunities
Key Responsibilities	
Project Management	<ul style="list-style-type: none"> • Defining project objectives, project scope & resource requirements. • Establish budget estimate based on requirements for approval and tracking costs to deliver project on budget. • Preparing a detailed project plan to schedule key project milestones, workstreams & activities. • Managing delivery of the project according to this plan.

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	<ul style="list-style-type: none"> Tracking project and providing regular reports on project status to CEO. Managing and adjusting for any changes in project scope, schedule and / or budget. Identifying and mitigating potential risks. Liaising with and managing the activities of insurance companies, vendors, suppliers and other stakeholders. Communicate key messages to stakeholders and funding providers.
Enterprise Management	<ul style="list-style-type: none"> Coordinate the general operations of the Social Enterprise Team, in line with customer requirements and HCSC objectives. Source new opportunities and formulate and oversee project development plans. Locate funding and prepare submissions for a number of sources. Pre-approve estimates provided by the Social Enterprise to Community Housing Program for planned maintenance and ensure justification of estimate changes. Write scopes of work for planned building works, source and secure subcontractors and supervise quality of work. Supervise insurance claims and repairs. Oversee budgets prepared for the Social Enterprise and implement all budgetary changes as directed by the Finance & Risk Committee.
Workforce development	<ul style="list-style-type: none"> Predict future skill and resource requirements and implement a plan to ensure adequate provision of both. Assist the CEO with recruitment within the team. Induct new employees and conduct pre (3-month trial) review. Ensure training and workplace health & safety requirements are met. Ensure a working knowledge of relevant legislation. Support employees' improvement through training and development opportunities.
Supervisory Tasks	<ul style="list-style-type: none"> Perform annual staff appraisals Identify and support performance improvement strategies Advise and support CEO through disciplinary action
Asset Planning	<ul style="list-style-type: none"> Ensure scheduled maintenance, servicing and compliance requirement are met for all HCSC assets or assets under their control. Ensure an informed replacement schedule of HCSC assets is maintained, including vehicles and Information Technology. Secure quotes for the supply of new assets and make recommendations to the CEO. Schedule planned work activities (in liaison with Leading Hand) and procure all equipment and supplies necessary.
Relationship Building and Networking	<ul style="list-style-type: none"> Identify key stakeholders and develop relationships and networks within community to assist business development. Consult and maintain links with partners and professional service providers. Speak on behalf of the organisation. Work with HCSC Management to plan business development and job creation projects, negotiate required additional contributions, and to assist with development of funding proposals.
Reporting	<ul style="list-style-type: none"> Provide satisfactory information in report format to present to HCSC Management structure on initiatives in progress, outcomes and challenges. Report to other statutory bodies as directed by the CEO. Ensure compliance to a number of regulatory bodies.

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<p>Knowledge, Skills and Abilities Required</p>	
<p>Essential:</p>	<ol style="list-style-type: none"> 1. Experience in managing a team, including recruitment, training and disciplinary action. 2. High level of skill in planning, scoping and delivering an asset maintenance program with a trade background and/or experience very advantageous. 3. Extensive knowledge of project management methodologies, tools, and structure. 4. High level of skill in the development of common goals and strong working relationships between senior leaders, key internal and external stakeholders, and operational staff. 5. High level of interpersonal, communication, negotiation, conflict resolution and influencing skills that build and sustain productive relationships and partnerships. 6. High level of skill in analysis, interpretation and problem solving relevant to operating within an enterprise largely reliant on government funding and grants.
<p>This is not an exhaustive list of duties and accountabilities for this role. In conjunction with the CEO, these will be reviewed and possibly refined/redefined in the future</p>	
<p>Licences Required</p>	
<p>Essential:</p>	<p>A current Queensland Class C driver's license.</p>

KEY SELECTION CRITERIA

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1. Experience in managing a team, including recruitment, training and disciplinary action.
2. High level of skill in planning, scoping and delivering an asset maintenance program with a trade background and/or experience very advantageous.
3. Extensive knowledge of project management methodologies, tools, and structure.
4. High level of skill in the development of common goals and strong working relationships between senior leaders, key internal and external stakeholders, and operational staff.
5. High level of interpersonal, communication, negotiation, conflict resolution and influencing skills that build and sustain productive relationships and partnerships.
6. High level of skill in analysis, interpretation and problem solving relevant to operating within an enterprise largely reliant on government funding and grants.

GUIDELINES FOR APPLICANTS

POSITION DESCRIPTION:

Please read the position description carefully as it:

- allows you to gain an understanding of the requirements of the position and realistically assess your own suitability;
- provides information for the selection panel to develop its selection strategy; and
- outlines the key components of the position including the selection criteria.

SELECTION CRITERIA:

Selection Criteria is the basis for which a selection panel short lists and selects the most suitable applicant to interview.

The wording will indicate the required level of knowledge, skill etc. needed for the position. Common words or phrases are “**demonstrated**”, “**proven**”, “**general ability to quickly acquire**”, “**thorough**” and “**sound**”.

Demonstrated or proven ability means that you should have successfully performed the activity or used the skill in the past.

General ability or ability to quickly acquire implies that you have the potential to acquire the skill or knowledge. If you have not had direct experience with these aspects of work, you could demonstrate your ability by comparing it to similar tasks or relevant studies undertaken.

Thorough or sound gives an indication that advanced skills or knowledge is required.

You must address all the selection criteria. If you fail to do so your application will be rejected.

HOW TO APPLY:

Please forward any questions in regard to the position to ceo@hcsc.org.au and we will respond either by email or a phone call.

Please ensure that you:

1. Submit a complete original application, comprising of:
 - Application Form
 - C.V. or resume detailing your skills and work experiences and major responsibilities (paid and/or voluntary).
 - Answers to the Selection Criteria. This should consist of statements, which fully describe how you consider yourself suitable against each of the selection criteria. Wherever possible give specific examples that demonstrate how you have met each of the selection criteria.
2. Lodge your application as soon as possible.
3. Mark applications “CONFIDENTIAL” and email to:
ceo@hcsc.org.au

THE SELECTION PANEL:

A selection panel will comprise of suitable members selected by the CEO. The panel shall have adequate knowledge of the requirements and outcomes of the position, and an understanding of the recruitment and selection process. Selection recommendations will be free from bias in relation to any applicant.

THE SELECTION PROCESS:

- The selection process includes consideration of the applications, short listing and a range of selection techniques applicable to the position selection criteria. The selection technique will be an interview.
- All interviewees will be asked the same set of questions. These questions are developed from the selection criteria and are designed to help the selection panel assess how well you match the ideal profile.
- The final technique used will be reference checks. Referees will be contacted by the CEO.
- The successful candidate must have or be able to obtain a valid "Blue Card" before they are able to begin employment as per the "No card, no start" legislation. Some positions within the organisation will require a **satisfactory criminal history check**.
- The basis for selection is the suitability of each applicant in relation to the selection criteria identified in the Position Description.

NOTIFICATION OF APPOINTMENT:

Once the appointment of the selected candidate has been approved, both the appointee and all unsuccessful applicants will be advised either in writing or through a phone call as soon as possible.

POST SELECTION FEEDBACK:

Post selection feedback is available to all applicants on request. This can be arranged through the CEO. Feedback will be based on the applicant's suitability, using the selection criteria. A comparative assessment in relation to the successful applicant may be given.

Personal information and/or subjective comments about applicants or the selection process itself will not be disclosed.