

## Position Description

### OPAN Chief Executive Officer

The Older Persons Advocacy Network LTD (OPAN) has been established to deliver the Australian Government Department of Health's National Aged Care Advocacy Program (NACAP) through a nationally consistent delivery model.

OPAN is an important voice for older people who are consumers (or prospective consumers) of the Australian Aged Care system and independent advocacy. OPAN currently consists of nine member organisations, the Service Delivery Organisations (SDOs) delivering NACAP in their jurisdiction/catchment area. OPAN delivers service through a suite of national projects and the SDO network of older person's advocacy services across Australia.

The Chief Executive Officer is the key management leader of the Older Persons Advocacy Network (OPAN). The Chief Executive Officer is responsible for overseeing the administration, programs and strategic plan of the organisation. However, at times the CEO will work with the OPAN Board and SDOs to appropriately harness the knowledge, advice and networks of these internal stakeholders to enhance OPAN's representation, reputation and response to systemic issues related to NACAP and other ageing related issues. The CEO needs to have an understanding, recognition and appreciation of the diversity, complexity and differing needs of jurisdictions and members, to provide a cohesive response and representation of the OPAN network.

Other key duties include:

- coordinating the development and implementation of the nationally consistent NACAP delivery model,
- stakeholder relationship management – including Commonwealth government, ageing peaks, the aged-care service provider sector and other external stakeholders
- coordination and implementation of additional OPAN related projects
- fundraising, marketing, and community outreach.

The position reports to the OPAN Board of Directors, via the OPAN Board chairperson. Additional duties and priorities may be allocated or delegated to the CEO at the direction of the Board and/or its chairperson.

## GENERAL RESPONSIBILITIES:

- 1) **Board Governance:** Works with the OPAN board to fulfil OPAN's mission and ensure good not-for-profit governance, including:
  - Leading OPAN in a manner that supports and guides the organisation's mission as defined by the Board of Directors and Board endorsed policies
  - Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  - Coordinating and supporting Board and committee meetings.
  - Undertaking the Company Secretary functions in accordance with the Constitution and advising the Board in matters related to the organisation's responsibilities under the relevant legislation.
- 2) **Finance, Performance and Viability:** Develops and monitors resources sufficient to ensure the financial health of the organisation, and the organisations meeting of key performance indicators. This includes responsibility for:
  - The development of financial and risk management processes and monitoring of the ongoing fiscal integrity of OPAN Ltd and its processes
  - Development and submission to the Board of a proposed annual budget and regular financial statements, which accurately reflect the financial condition of the organisation.
  - Fiscal management which anticipates operating within the approved budget, ensures maximum resource utilisation, and maintenance of the organisation in a balanced (or otherwise Board approved) financial position.
  - Work with SDOs to monitor and report on quarterly performance against agreed activities in line with service agreements, and additional project undertakings
  - Identification of opportunities to raise additional funds and developing other resources necessary to support OPAN's mission.
- 3) **Implementing OPAN's Mission and Strategy:** Works with board, staff and members to ensure that the mission is fulfilled through programs, strategic planning and community outreach, including:
  - Strategic and operational planning to ensure that OPAN can successfully fulfil its mission into the future.
  - Implementation of OPAN's programs and projects to carry out the organisation's mission.
  - Conveying and promoting OPAN's vision and strategic direction to staff, board, members and external stakeholders
  - Key contact and delegated national spokesperson to the organisation's constituents, stakeholders, the media and the public.
  - Increasing stakeholder and community awareness of OPAN and enhancing OPAN's reputation by representing OPAN in the community and by collaboration with other professional, civic and private organisations.
  - Establish and maintain relationships with various organisations throughout Australia and utilise those relationships to deliver on OPAN's strategy

- 4) Internal Organisation Operations. Oversees and implements appropriate policies and resources, within delegations, to ensure that the operations of the organisation are achieved, including:
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit.
  - Effective administration of OPAN operations
  - Hiring, retention, support and supervision of competent, qualified staff.
  - Ensuring signing of agreements, and other instruments made on behalf of the organisation occur with appropriate risk management.
  - Managing and monitoring contracts related to service delivery organisations and other subcontractors
  - Commissioning of services as required

#### QUALIFICATIONS AND EXPERIENCE:

- Tertiary level qualifications or demonstrated equivalent experience
- Demonstrated transparent and high integrity leadership
- Five or more years senior government and/or not-for-profit organisation management experience
- Senior-level representation, advocacy and government relations experience
- Organisational level budget preparation, analysis, decision-making and reporting
- Strong organisational abilities including planning, delegating, program development and task facilitation
- Policy development and advocacy at a national level
- Knowledge of fundraising strategies and donor relations unique to non-profit sector
- Skills to collaborate with and motivate board members and other stakeholders
- Strong written and oral communication skills
- Ability to interface and engage diverse groups
- Demonstrated ability to oversee and collaborate with staff and organisational members
- Strong media, public speaking and government relation skills

#### LOCATION

OPAN will negotiate with the successful candidate where the position is located, noting the necessity for the CEO to engage in national policy and political networking opportunities which at times require a presence in the ACT.

#### REMUNERATION

Negotiation will occur commensurate with experience and other qualifications. OPAN may seek Public Benevolent Institution status to enable additional benefits and conditions for staff.

## CONTRACT PERIOD AND CONDITIONS

An individual contract will be executed with the CEO, including annual key performance indicators set by the OPAN Board. The contract is for a period of 3 years with conditions and review in line with National Employment Standards. A review will occur at 3-months, 12-months and then annually.

## FURTHER INFORMATION

Further information about the position can be discussed with the Chairperson:

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