

NADA Position Description: Deputy Chief Executive Officer

POSITION OVERVIEW	
Date of this position description	17 January 2022
Position type	Full-time –38 hours per week
Location	Suite C, Level 3, 140 William Street, Woolloomooloo, NSW
Classification and salary	Based on NADA salary scale for the Deputy CEO position, plus superannuation and eligibility for salary packaging
Reporting relationships	<ul style="list-style-type: none"> • Reports directly to the CEO • Has four direct reports
Other working relationships	<ul style="list-style-type: none"> • Works closely with NADA Executive and Program Services staff to coordinate and align project implementation to deliver organisational outcomes • Develops relationships with NADA members, government agencies, peak and research bodies, and workforce partners • Liaise with external stakeholders, consultants, business, and government
Strategic priority	<ul style="list-style-type: none"> • Advocate for sustainable funding and program governance • Promote the strengths of its members • Build capacity • Develop the workforce
Position summary	The primary function of this position is to contribute, in partnership with the CEO, to the development and implementation of NADA's strategic direction, aim and performance outcomes. This is done through leadership and support of policy and advocacy activities, provision of strategic advice to internal and external parties, managing strategic relationships and oversight of the implementation of NADA's business plan. The Position is second in charge in the organisation and acts as the CEO in the CEO's absence. The Deputy CEO provides direct supervision for Program Managers and Communications Officer.

About NADA

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for non government alcohol and other drugs services in NSW. We advocate for, strengthen and support the sector. Our decisions and actions are informed by the experiences, knowledge and concerns of our members.

We represent 100 organisational members that provide a broad range of alcohol and other drugs services including health promotion and harm reduction, early intervention, treatment and continuing care programs. Our members are diverse in their structure, philosophy and approach to alcohol and other drugs service delivery. We provide a range of programs and services that focus on sector and workforce development, data management, governance and management support, research and evaluation, sector representation and advocacy, as well as actively contributing to public health policy.

Together, we improve the health and wellbeing of people who use, or have used, alcohol and other drugs across the NSW community.

NADA has award level accreditation under the Australian Services Excellence Standards (ASES), a quality framework certified by Quality Innovation and Performance (QIP).

To learn more, visit our website www.nada.org.au

NADA Values

Integrity	NADA operates with fairness and transparency to maintain an independent voice
Respect	NADA is respectful of the culture, views and experiences of the sector
Inclusion	NADA values diversity and ensures our approach is equitable and accessible
Collaboration	Collaboration is central to NADA's operation

Key Responsibilities/accountabilities

FUNCTION AREA	Key tasks	Performance indicators
Organisation strategic direction and operations	<ul style="list-style-type: none"> Contribute to the development and implementation of NADA's strategic direction, aim and performance outcomes Act in CEO position in absence of CEO Lead and contribute to the development of program and project budgets Support budget management and monitoring Coordinate member communication and service delivery with Program Services staff Provide advice and recommendations to the NADA Board through and with CEO 	<ul style="list-style-type: none"> Strategic Plan developed and implemented with high ratings against the performance outcomes Programs and services delivered to budget Board, staff and member satisfaction with delegations, advice and communications
Advocacy, representation, and policy development	<ul style="list-style-type: none"> Provide high level verbal and written advice and advocacy on behalf of NADA members to government funding bodies, departments, ministers and other bodies Lead, coordinate and contribute to the development and promotion of NADA policy responses and submissions Represent and contribute on reference groups, committees, meetings and consultations at a local, state and national level on issues relating to the non government and the drug and alcohol sectors, where appropriate 	<ul style="list-style-type: none"> Timely and effective policy responses and submissions Regular and effective participation on external committees

	<ul style="list-style-type: none"> Facilitate advocacy, representation and consultation opportunities with NADA members and government funding bodies, departments and ministers 	
Program development, leadership, and oversight	<ul style="list-style-type: none"> Lead and support project funding proposals Lead Program Services to develop, implement, align, evaluate and report on sector development and capacity building initiatives for and with NADA members Apply research and evaluation practices to project development and implementation Lead and support the development and working to project budgets Lead and support program and project related communication to members, funders and other stakeholders 	<ul style="list-style-type: none"> Effective and valued suite of member focused sector development services that are recognised as leading initiatives Program Services expenditure transparent and within budget
Relationships and partnerships	<ul style="list-style-type: none"> Lead and maintain the development of effective relationships with government funding bodies, departments, ministers and other bodies Facilitate relationships, partnerships and joint ventures between NADA, stakeholders and members Engage external consultants as required and ensure contractual compliance with the CEO and Office Manager 	<ul style="list-style-type: none"> A range of effective relationships and partnerships maintained Positive member and stakeholder feedback on relationship management
Human resources	<ul style="list-style-type: none"> Provide oversight and leadership for program staff Identify and support professional development opportunities Identify and manage performance concerns Provide formal performance and development reviews Lead and/or participate in recruitment of program staff Maintain accurate supervisory records for personnel filing 	<ul style="list-style-type: none"> Program staff report adequate and supportive supervision Annual performance and development reviews undertaken with program staff, as appropriate Recruitment, orientation and performance records maintained, as appropriate
Quality improvement	<ul style="list-style-type: none"> Contribute to a culture of quality improvement (QI) and ongoing organisational development Work with the QI coordinator in the development, implementation and review of internal systems, policies and procedures 	<ul style="list-style-type: none"> Leadership and participation of QI activities

Work health and safety	<ul style="list-style-type: none"> Identify, lead and participate in work health and safety activities (including fire safety and first aid) 	<ul style="list-style-type: none"> High standard of WHS practice across NADA
Team development	<ul style="list-style-type: none"> Lead and participate in project, program, team and organisational development activities 	<ul style="list-style-type: none"> Effectiveness of leadership in creating and contributing to a positive and cohesive team culture
Practice development	<ul style="list-style-type: none"> Participate in work plan review, supervision and performance and development processes with CEO 	<ul style="list-style-type: none"> Documented work plans demonstrating progress against activity and achievements Annual performance and development reviews

The NADA operational standard is outlined below. The following expectations apply to all NADA staff and should be reviewed in conjunction with the position's key accountabilities.

- Ensure NADA service operations comply with all relevant legislation, regulatory and reporting requirements by regular monitoring, actioning and updating of the compliance register
- Ensure provision of a safe workplace, and full compliance with all NADA WHS policies, management system requirements and participate in the annual evacuation procedure and/or any other safety activities as required.
- Ensure full compliance with all NADA policies and procedures.
- Ensure behaviours and approaches are aligned with and demonstrated in execution of position responsibilities in line with the NADA values (see above).
- Ensure service operations comply with all relevant legislation, regulatory and reporting bodies including the Quality Improvement Council (ASES) and ensure relevant quality improvement tasks are at all times kept up to date.
- Ensure familiarisation and compliance with the corporate decisions making processes and be aware of all areas of responsibility with regard to the Quality Improvement Staff Port-folio Standards/Policy allocations.
- Adherence to NADA Code of Conduct and Ethics for staff and volunteers.
- Ensure compliance and respect for diversity as it applies to the workplace and to the broader NADA business processes and service delivery activities (Diversity Policy).
- Ensure that NADA aims, values and ethics are actively communicated through all business documentation and interaction with members and stakeholders.
- Ensure that every effort has been made to attend mandatory training in cultural awareness as it becomes available and in alignment with the Human Resources Policy 4.3.
- Ensure all internal and external communications consistently reflect NADA's values ethics goals and principles.

Key challenges

- Meeting the needs of diverse membership while balancing the expectations of funders and policy makers
- Supporting a multi-disciplinary team with diverse skills sets and workplace needs
- Providing a prompt, courteous and effective service to members and staff in an environment of competing priorities and expectations.

- Working with staff, external stakeholders and issues in a professional manner that maintains confidentiality and discretion

SKILLS AND EXPERIENCE REQUIRED (Selection criteria)	<p>Essential</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications and/or professional experience • Extensive skills and experience in organisational leadership and development, including planning and performance • Strong analytical skills, and ability to prepare clear, structured and focused written and verbal advice, policy, submissions and general communication • Excellent interpersonal skills and experience in consulting and negotiating with a range of stakeholders • Comprehensive understanding of the non government alcohol and other drug (or broader community services) sector and factors that may influence policy, service delivery, operations and capacity development • Experience in staff supervision and performance development • Extensive understanding of a quality improvement program within an organisation • Strong computer and administrative skills <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of the role of, and experience, with a peak body
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I acknowledge and understand the above position description, responsibilities and other requirements detailed in the document. I agree to follow the Policies and Procedures as set out in NADA's Policy and Procedure Manual/s.

_____	_____	_____
Employee name	Employee's signature	Date
_____	_____	_____
Supervisor name	Supervisor's signature	Date