# BLIND CITIZENS AUSTRALIA

## DRAFT POSITION DESCRIPTION

**Position Title:** Executive Officer

**Remuneration:** A competitive salary package will be negotiated with the successful applicant.

**Superannuation:** Registered super fund of the choice of the Executive Officer.

**Location:** The BCA national office is located in Melbourne, and a significant portion of the first 3 months will need to be spent there – to be negotiated with the successful applicant.

**Duration:** 12 month contract commencing February 2017 with a mutually agreed ongoing contract.

**Hours:** Full-time (37.5 hours per week plus reasonable additional hours -including some weekend and evening work).

**Other Employment Benefits:**

* Provision of laptop
* Provision of mobile phone
* Access to Salary Packaging in accordance with BCA salary packaging program as a charitable organisation with PBI status.

## About Blind Citizens Australia:

Blind Citizens Australia is the National organisation of Australians who are blind or vision impaired. Our mission is to achieve equity and equality by our empowerment, by promoting positive community attitudes, and by striving for high quality and accessible services which meet our needs.

## Position Purpose:

At the direction of the board, to manage all aspects of Blind Citizens Australia’s operations with a focus on ensuring BCA is well-placed to continue delivering on its mission into the future.

**Objectives of the position:**

* To provide leadership in the development and implementation of BCA policy;
* To develop strategic alliances with key people in Government and the disability sector;
* To act as principal spokesperson for the organisation;
* To provide leadership and supervision to staff of Blind Citizens Australia;
* To oversee all activities in the National office;
* To provide advice to the Board of Directors and National Policy Council on policy, development and governance issues;
* To ensure administrative support is provided to the Board of Directors and National Policy Council.

## Responsibilities of the Position:

### 1:

* Attend meetings of the Board;
* Identify the vision and strategic directions for Blind Citizens Australia, taking account of the views and expectations of the membership, as expressed through forums such as the National and State Conventions;
* Provide strategic and operational reporting to the Board;
* Set and recommend strategic directions (projects, financial, marketing).

### 2:

* Secure and ensure financial viability in both the short and long term;
* Negotiate government and other funding contracts;
* Generate community support and donation income;
* Integrate service/financial/marketing activities of Blind Citizens Australia.

### 3:

* Provide leadership to staff and volunteers and develop BCA human resources;
* Recruit, train, motivate and manage staff and volunteers to achieve Blind Citizens Australia objectives;
* Maintain harmonious and constructive working relations with Board, staff and volunteers.

### 4:

* Provide quality outcomes for BCA members and other individuals seeking assistance;
* Achieve quality outcomes which can be objectively measured;
* Manage change and improve organisational efficiency;
* Achieve results across a range of concurrent priorities, on time and so as to meet Key Performance Indicators.

### 5:

* Maintain and enhance the organisation’s values and culture;
* Enhance BCA’s community profile and build stakeholder support;
* Create and manage external and internal change to benefit the welfare of Australians who are blind or vision impaired;
* Maintain constructive working relationships with government, commercial and community organizations that provide services or support to people who are blind or vision impaired.

### Reporting Relationships:

* The Executive Officer is directly responsible to the Board and President of Blind Citizens Australia for the effective management of the organisation (KPIs to be negotiated between the Board and the successful appointee);
* Blind Citizens Australia staff and contractors report directly to the Executive Officer;
* The Executive Officer is responsible for volunteers in the National Office.

## Key Selection Criteria:

### Essential

1. Demonstrated management, strategic and leadership skills.
2. High order analytical, verbal and written communication skills required.
3. Competent in the use of Microsoft Office software particularly Word and Excel internet and email programs.
4. Ability to develop people’s potential and achieve excellence in performance.
5. Capacity to relate and respond well with all sections of the community, people with blindness, vision impairment and other disabilities, volunteers and staff.
6. Ability to lead and motivate the staff and volunteers.
7. Demonstrated understanding of and empathy with the needs and aspirations of people who are blind or vision impaired.

### Highly Valued

1. A lived experience of blindness/vision impairment