



Job Title: **Managing Director**

Responsible to: Board of Directors

Classification:

Status: Contract

Objective

Ilowra is committed to providing quality Specialist Disability Accommodation (SDA). The objective of this position is to ensure appropriate general management of the organisation in line with legislation and SDA standards.

Role

The Managing Director manages Ilowra to achieve the boards strategic objectives whilst working within all legislative constraints.

Key Responsibilities

- Manage Ilowra and provide effective leadership of the Ilowra team.
- Set and achieve strategic objectives including financial objectives.
- Uphold the rights of participants.

Strategic Management

- Determine strategic objectives in consultation with the board of directors.
- Develop business plan to implement strategic objectives.
- Execute business plan to achieve objectives.

Administration and Reporting

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- Provide business performance reporting as required.
- Contribute to the development of policies, strategies, plans and programs.
- Ensure business activities meet relevant legislative and regulatory requirements.

Work Health and Safety

- Follow and promote safe work practices in line with Ilowra policies and procedures
- Ensure a well maintained environment according to quality standards
- Prioritise maintenance that affects safety
- Work in a way that ensures health and safety of others in the workplace
- Ensure contractors are appropriately inducted
- Ensure residents and SIL staff are appropriately consulted/informed

- Conduct maintenance hazard assessments and follow up identified hazards

General

- Undertake other related duties as required
- Undertake training as required

Contacts

Finance and Governance Manager
Residents and their representatives
SIL staff
Local Area Coordinators / Support Coordinators
Maintenance Manager
Vacancy Manager
Housing Officers
Policy Consultant

Key Selection Criteria

Mandatory

- Demonstrated knowledge of development and property management 'best practice'
- Experience in the planning, prioritising and delivery of business strategic objectives
- Thorough understanding of legislative and compliance requirements.
- Experience in evaluating, engaging and managing contractors and suppliers
- Experience in gaining cooperation of stakeholders, managing competing interests and preventing/resolving conflict
- Clear and concise report writing
- Excellent communication skills to negotiate and influence successful outcomes
- Good analytical and problem solving skills
- Demonstrated flexibility and initiative
- Computer literacy
- Current drivers licence
- Understanding of SDA
- Current National Police Check
- Working with Children Check

Further Information

For further information please contact **1300 455 697 (1300 illowra)**

Privacy

By applying for this job vacancy, you consent to Illowra managing your personal information as outlined in the Privacy Policy. You are able to request, at any time, to view and update the personal information that Illowra holds about you.

Policy Matrix: Staffing	
Version	Details
Draft V1	25 February 2019
Endorsed	Managing Director
Changes	