

Integricare
CEO Position Description
September 2024

Role:	Chief Executive Officer
Reports to:	Integricare Board of Directors
Type:	Full Time
Direct reports:	Five
Internal Stakeholders:	Board, Senior Leadership team, Groups Services, Centre Managers and teams
External Stakeholders:	Children and families, Church Leadership, State government representatives, Early Childcare related Government Departments/Agencies, State-based health and community services.
Location:	Sydney (Burwood) NSW

Organisational Overview

Integricare is a Christian not-for-profit organisation established in 1882 and registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC). Our Christian identity is at the core of the organisation, defined by our beliefs and practically expressed in our day-to-day operations, attitudes and actions. The purpose of Integricare is to enable children, families and communities to experience the love of Jesus. We provide exceptional learning and care through; excellence in early learning, equipping and caring for families and engaging with local communities. Over 200 employees are working in our early learning centres (a mix of long day care and pre-school) in 14 locations across Greater Metropolitan Sydney.

Organisational Values:

- Compassion – for all, particularly those living with disadvantage
- Hope – which is at the heart of the Christian message
- Respect – for all people, cultures and backgrounds
- Innovation – that leads to excellence in all that we do
- Support – that goes the extra mile for each other
- Trust – through effective teamwork and collaboration

Organisational Context - 2024

Integricare has been achieving excellent accreditation outcomes, has been growing and is focused on maintaining its mission and purpose. Whilst Integricare's Balance Sheet is strong, financial performance needs to improve so that the organisation is better positioned to provide competitive remuneration to attract and retain staff, and pursue further growth in fulfillment of the mission and purpose.

Position Purpose

To lead the organisation and ensure development and delivery of services that achieve the purpose, strategies, policies and objectives of Integricare, as agreed with the Board.

Key Responsibilities

1. Strategy, Planning and Operational Leadership

- Lead according to the organisation's Christian identity and values and ensure delivery of excellence in early learning.
- In conjunction with the Board, develop and manage the strategic directions for Integricare, translating these into operational plans aligned with annual operating budgets.
- Lead business development, aligned with the strategic plan, that achieves agreed growth and service development plans, potentially beyond the current mix.
- Work with the senior leadership team to ensure the delivery of high-quality education outcomes, compliant with the National Quality Framework, from a Christian worldview, and which ensure that Integricare is a leader in early childhood education.
- Ensure that appropriate processes, systems, risk management and controls are in place for the organisation to be fully compliant, protected and achieving its objectives.

2. People and Culture

- Lead, develop and consolidate the Christian purpose and culture of the organisation.
- Develop a highly performing, accountable and cohesive team that establishes a high level of credibility with Integricare's stakeholders.
- Lead and develop the senior management team and enable effective management and development of staff so that Integricare is recognised as an employer of choice.
- Establish KPIs and performance reviews for the team aligned with strategic and operational priorities.
- Develop and maintain people and culture policies and procedures that fully conform to current laws and regulations, ensuring that child safe safety requirements are fully achieved.

3. Business Planning and Performance

- Utilize strong financial literacy, analytical skills and understanding of the early learning sector to improve decision-making.
- Improve the financial performance of the organisation to ensure the ongoing financial sustainability of the organisation, while realising strategic growth plans, and ensuring excellence in service delivery.
- Prepare and achieve accurate annual budgets and ensure regular, timely and accurate reporting to the board.
- Monitor and implement ongoing quality improvement processes across the organisation.

4. Health, Safety, and Compliance

- Develop and implement policies and procedures that ensure compliance with all statutory, legislative, and regulatory requirements, standards of care, and documentation requirements.
- Maintain a comprehensive risk register across the organisation, regularly provide a summary of risk management to the Board, and ensure all major risks are managed appropriately.
- Ensure full compliance with WH&S legislation, including the reporting of all incidents and near-misses, with regular reporting to the Board that includes metrics on WH&S performance.
- Ensure all staff are regularly educated on WH&S policies and procedures so that these are successfully implemented, and safe work practices are consistently achieved.
- Maintain a crisis management plan/team to address any serious issues.

5. Fostering External Stakeholder Relationships

- Build strong relationships with internal and external stakeholders, including staff, board, families, churches, government agencies, and local councils.
- Ensure that the organisation and its mission, projects, programs, and services are consistently presented in a strong, positive and honest way to all relevant stakeholders.
- Develop and maintain cooperative relationships with kindred organisations working in similar and related fields.
- As agreed with the Board, represent the organisation on State and Federal Committees or peak bodies in areas where Integricare is engaged or has an interest.
- Actively seek partnerships with churches and other Christian organisations.

Skills and Previous Experience

- Experience in successfully leading and developing a community or NFP organisation, desirably in early learning or related fields.
- Previous experience working with a Board of Directors.
- Demonstrated business acumen/commercial astuteness.
- Previous P&L oversight, able to anticipate financial challenges and work with others to identify sustainable solutions.
- Ability to create, develop, and sustain new programs that enable an organisation to achieve its vision.
- Demonstrated understanding and application of industrial awards and enterprise agreements, and the ability to work effectively with workplace unions to ensure good employee relations.
- Experience in preparation of funding submissions and working through complex government funding requirements.
- Effective interpersonal and written communication skills with stakeholders such as staff, government, parents, outside organisations, and the Board.
- Demonstrated ability to work effectively at all levels of the organisation.

Personal Attributes

- A committed evangelical follower of Jesus Christ, active in a local church and willing to declare that they agree with the Integricare Statement of Christian Identity, which incorporates the Statement of Beliefs.
- Visionary servant leadership demonstrated through the ability to communicate, inspire, and lead.
- Integrity demonstrated in the commitment to high ethical standards.
- Adaptability demonstrated in the ability to navigate uncertainty, manage risk, and take up opportunities to achieve the organisational vision.

Qualifications

- Bachelor's degree in early learning or education, or relevant field related to human service delivery.
- 10+ years of executive leadership experience, preferably in the early learning sector, but alternatively in education or the delivery of human services.
- Current Working with Children Check. A National Police Check will be required for the successful applicant.