

Position title	CEO
Reports to	Board
Location	Based in South Yarra but required to travel to properties managed by PMCH
Hours per week	Full time – 75 hours per fortnight (part time may be negotiated)
Terms and conditions	Social, Community, Home Care and Disability Services Industry Award 2010 (Modern Award). dependent on experience plus superannuation.
Salary packaging	Generous salary packaging is available
Other Benefits	Four weeks annual leave per annum (pro rata for part time) plus one week of special leave per annum (pro rata for part time and non-accruing)
Contract period	

Organisational Overview

Prahran Malvern Community Housing Inc. (PMCH) previously Prahran Community Housing was established as a result of an initiative auspiced by Copelen in 1981 to address the affordable housing needs of the Prahran community. The organisation became independent in 1987. PMCH has operated continuously ever since and currently manages community housing in the Cities of Stonnington, Glen Eira and Port Phillip.

The organisation has developed a unique and well-respected service model that seeks to continuously maximise opportunities for social inclusion and empowerment. At the heart of this model is a commitment to the principles of Social Justice, and an aspiration to inspire mutual respect and compassion amongst all members of our community. The organisation consciously applies these principles, which are reflected in all our practices. The philosophy of PMCH subscribes to the belief that all people have a right to quality secure & affordable housing and those services should be delivered in a way that respects the dignity of consumers and encourages self-determination.

Prahran Malvern Community Housing is a not for profit, incorporated association and is managed by a community-based Board which acts as an interface between the client group and the wider community and is committed to ethical governance and challenging social inequity.

Position Overview

The CEO ensures effective and efficient management of social housing properties managed by PMCH under leasing arrangements with the Department of Health and Human Services and a variety of interagency protocol arrangements.

We are looking for an experienced CEO to manage and control all strategic and business aspects of the organisation. You will be responsible for giving proper strategic direction as well as creating a vision for success

The position will suit an individual who can work collaboratively with the Department and other stakeholders including the Board and staff to provide leadership and direction to a small but highly skilled team and be expected to make high-level decisions that reflect the core values of the organisation.

Key Responsibilities

Mission, Policy and Planning

- Work with the Board to determine values and mission, and plan for short and long term goals.
- Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission
- Identify and address problems and opportunities for the organisation
- Develop the organisation's culture and overall company vision
- Identify and assess risk associated with the organisation activities and ensure Board is kept informed

Governance

- Provide the Board with regular reports that monitor operational activity and events and addresses the measurement outcomes of the Strategic Plan
- Ensure the Board is informed in a timely manner of operational activities that may alter the strategic plans and directions
- Ensure all legislative responsibilities are met

Financial and Regulatory Management and Reporting

- Oversee PMCH's fiscal activity, including budgeting, reporting and auditing
- Assure all legal and regulatory documents are filed.
- Monitor compliance with all relevant laws and regulations

Management and Administration

- Develop and implement operational policies and the strategic plan
- Provide general oversight of all PMCH activities
- Manage the day to day operation of PMCH
- Lead and motivate staff and create an environment that promotes effective performance and positive morale
- Manage all appropriate actions in regard to tenancy management in accordance with organisational policies and the provisions of the Residential Tenancies Act (RTA).

Community Engagement

- Build alliances and partnerships with other organisations
- Identify potential projects/partnerships to enhance PMCH's community engagement objectives.
- Build and enhance functional working relationships with a variety of support agencies to ensure prompt responses and best outcomes for PMCH tenants/residents
- Represent PMCH at networks & meetings as directed.

Expectations of CEO

It is expected that the CEO will work as a member of the PMCH team, within the stated policies and philosophical framework of the organisation and adhere to the highest professional and ethical standards in performing the duties associated with this position.

All staff members are expected to work in a supportive & collaborative manner with PMCH staff, service users and stakeholders. Duties are to be carried out in a manner that upholds and enhances the reputation of PMCH.

Key Selection Criteria

Mandatory	Desirable
<p>Demonstrated experience working with voluntary Boards</p> <p>Demonstrated excellent financial literacy</p> <p>Demonstrated experience working in a managerial capacity</p> <p>Excellent staff management/supervision experience</p> <p>Understanding of the legislative framework associated with tenancy management of private, public or community housing rental properties.</p> <p>Ability to identify and assess risk associated with the provision of services in the sector.</p> <p>Self-directed with the initiative to make sound decisions within the framework of approved policies, procedures and applicable legislation.</p> <p>A commitment to social justice and community development and be able to effectively relate with sensitivity to people who may have complex issues.</p> <p>The ability to work as a member of a highly effective small team.</p> <p>The ability to manage a workload with competing priorities.</p> <p>Excellent written and verbal communication skills, as well as demonstrated organisational skills.</p> <p>Excellent Computer and Word processing skills.</p> <p>Current Victorian Driver's License and access to a vehicle.</p>	<p>Formal qualifications are not essential, although previous experience in the community sector is an advantage.</p> <p>Working knowledge of relevant government and community housing programs and legislation, policies and issues an advantage.</p> <p>Experience in the management of physical assets and associated maintenance requirements.</p>

Appointment to the position will be subject to a police check and a three-month probationary period.