

Central Ranges Local Learning & Employment Network Inc



Chief Executive Officer

Position Description

Position Description

Position Title:	Chief Executive Officer
Organisation:	Central Ranges Local Learning & Employment Network
Position Reporting to:	Chairperson – Central Ranges LLEN Incorporated.
Time Fraction:	To be negotiated
Salary Package:	\$75,000-\$85,000 + 9.25% Superannuation or as per legislative requirements
Car:	Fully maintained organisational car + Petrol
Computer & Phone:	Laptop 15" & mobile phone
Date Prepared:	21 August 2014
Contract commence:	As negotiated with Chair
Contract cease:	31 st January 2015
Applications close:	5pm Thursday 4th September 2014
Interviews:	Wednesday 10th September 2014
Office:	Kilmore, Victoria

About Central Ranges Local Learning and Employment Network Inc. (Central Ranges LLEN)

The Central Ranges LLEN is a network of organisations and individuals interested and involved in education, training and employment, and in particular how these relate to young people in the age range 10-19 years. The Central Ranges LLEN area includes the Shires of Murrindindi, Mitchell and Macedon Ranges and is one of 31 established by the Victorian Government to improve the education and employment options of young people.

Central Ranges LLEN Membership is open to any individual or organisation with an interest in education, training and employment in the area. Central Ranges LLEN is an Incorporated Association and is a legal entity in its own right, managed by a Committee of Management elected from its membership. The Central Ranges LLEN has developed a structure which includes a Shire LLEN committee in each local government area, which distinguishes it from many of the other LLENs.

The Chief Executive Officer is responsible to the Board of the Central Ranges LLEN through the Chairperson.

Major responsibilities of the position

- Lead, manage and support the operations and functions of the Central Ranges LLEN and its Board and respective sub committees and reference groups.
- Implement the strategic plan, action plans and other initiatives developed by the Central Ranges LLEN.
- Ensure that strong avenues of communication are established and maintained between the LLEN and the communities in the three municipalities which make up the Central Ranges LLEN.
- Facilitate the development and implementation of programs in accordance with the Strategic Plan.
- Manage the staff and financial and physical resources of the Central Ranges LLEN in accordance with the strategic plan, annual budget approved by the Board, organisational policies and procedures and relevant legislation.

- Develop strong and effective working relationships with key stakeholders, organisations and agencies in education and training and employment in order to ensure involvement in policy development and implementation.
- Develop and implement effective and efficient operational and administrative processes.
- Promote the Central Ranges LLEN at a range of levels across the community.
- Prepare annual reports, financial reports and other reporting documents.
- Complete all appropriate contractual requirements and reporting for Department of Education and Early Childhood Development and Federal Department of Education contracts.
- Ensure all Incorporated Association, Consumer Affairs legislative and Association requirements are met.
- Analyse data, policies and issues that have an impact on the LLEN's strategic intention and prepare advice to the Committee of Management and members.

Key Selection Criteria

1. Experience and demonstrated ability to provide leadership and management in the good governance, development, and implementation of policies, plans, and programs, preferably in the areas of education, training and employment.
2. Demonstrated high level interpersonal, oral and written communication skills, including the ability to influence, negotiate, network strategically, and relate effectively with a broad range of stakeholders in both the private and government sectors.
3. An understanding of, and commitment to, the policies and targets of the Victorian government in relation to education, training and employment.
4. An awareness of the contemporary issues facing rural and regional communities and the young people within those communities.
5. Demonstrated capacity to initiate, support and manage change processes in a complex environment.
6. Demonstrated experience and skills in community development and an ability to lead staff and implement and manage effective and efficient administrative processes across a range of contacts and projects ensuring contractual requirements are met within agreed budgets and timelines.

Other criteria

- A preparedness to work outside of normal working hours.
- A current drivers licence, and willingness to travel.
- Competence in the use of computers and standard software programs.

Place of Work

Central Ranges LLEN office in Kilmore.

Contract of Employment

The contract is until 31st January 2015.

Time Fraction

- To be negotiated
- If full time – 37.5 hour week.
- Hours of work between Monday – Friday, between 8.00 am – 6.00pm
- Time in Lieu – As per Central Ranges LLEN policy with prior approval from Chair

Salary and Conditions

- The salary range is \$75,000-\$85,000 [pro-rata] + 9.25% superannuation (or as per Government requirements)
- Car - Fully maintained operation car for business and some private use including petrol
- Laptop 15" & Mobile
- Annual leave is available on the basis of 20 days for one year of full-time employment or pro rata equivalent

Other Information

- A Pre-employment Police Records check and Victorian Working with Children check will be required
- A current Victorian drivers license is essential
- Preferred candidate will sign letter declaring not aware of impediments to undertake role as outlined in the Position Description
- An ongoing CEO position will be appointed in late 2014/early 2015 based on future funding, the interim CEO will be encouraged to apply

Further information contact:**Doreen Power**

Chairperson

Central Ranges LLEN Inc.

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Please send applications to:

Boyd Maplestone

Chief Executive Officer

Central Ranges LLEN Inc.

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