

## Position Description Executive Officer

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Ethnic Communities' Council of Victoria Inc. (ECCV) is the voice of multicultural Victoria. It is a community based, member driven peak advocacy body for ethnic and multicultural organisations committed to empowering people from diverse multicultural backgrounds.

Our purpose is to help build a culturally diverse and cohesive society that is just, fair, and inclusive with specific reference to the needs and aspirations of Victorians from culturally and linguistically diverse backgrounds.

### Our Values

- Integrity
- Empowerment
- Respect
- Social Cohesion
- Equality
- Innovation

### Position Specification

<b>Role Title:</b>	Executive Officer
<b>Term:</b>	Two years
<b>Reports to:</b>	Chairperson
<b>Employment type:</b>	Full-time
<b>Salary &amp; Conditions:</b>	In line with Social, Community, Home Care and Disability Services Industry Award

### Introduction

The Ethnic Communities Council of Victoria (ECCV) invites applications for a suitably qualified Executive Officer (EO). The ECCV seeks an experienced dynamic person to lead the strategic advocacy and policy development of the organisation. Expertise in working with Victoria's culturally diverse communities and Government as the key stakeholders is essential. The EO will work closely with ECCV Board and manage a diverse staff team.

ECCV is an equal opportunity employer.

Applications for the EO position will close **Monday 18 June 2018** and should be submitted to the Chairperson, Cr Kris Pavlidis at email [chair@eccv.org.au](mailto:chair@eccv.org.au) or postal address ECCV, Suite 101, 398 Sydney Rd, Coburg VIC 3058 marked: Confidential, Attention Chairperson.

For further information contact Dr Irene Bouzo at telephone 03 9354 9555

### **Key Responsibilities include:**

#### **1. Leadership**

Lead the strategic direction of the ECCV

Lead and manage staff and volunteers

Develop and maintain highly effective working relationship with Board of Directors

The Executive Officer is accountable to the Board through the Chairperson

Ensure organisation adheres to all legal requirements and policies in relation to HR, OHS, finance and other policies

## **2. Finance**

Responsibility for the overall financial success of the organisation

Establish, develop and monitor program budgets in line with funding bodies' requirements and legal requirements

Ensure budgets are maintained and in line with strategic plan

## **3. Stakeholder relationships**

Develop and maintain highly effective and professional relationships with key stakeholders and ECCV members, including other non-profit community agencies, peak bodies, funding bodies and local, state and federal Members of Parliament.

Work in collaboration with other organisations and peak bodies when necessary for the best interests of our members and broader migrant and refugee communities

Ensure members are updated with ECCV news and consulted on a regular basis

## **4. Strategy and Policy Advocacy**

Lead the development of strategy in line with the ECCV mission and values

Experience in developing and implementing policy and procedures

Ensure ECCV leads in advocacy for migrant and refugee communities in state of Victoria

## **Selection criteria**

Demonstrated experience in reporting to a Board of Directors

Demonstrated experience in managing staff and day to day operations of small agency including HR, OH and safety and other legal requirements

Demonstrated experience in providing vision and strategic direction

Expertise and understanding of multicultural communities and issues associated

Experience in developing and managing budgets and financial reporting

Experience in applying for funding from government and other sources, implementing and reporting on funding programs

Experience in developing, managing and maintaining key stakeholders relationships including three levels of government, other NFP agencies, regional and rural Ethnic Communities Councils, ECCV membership, peak bodies and media

Experience in providing strategic direction for the agency

Capability in effectively reporting on the ECCV Strategic Plan

### **Qualifications**

Tertiary qualification in a relevant discipline is essential.

### **Conditions**

All conditions are in line with the Social, Community, Home Care and Disability Services Industry Award. A three month probationary period applies. An attractive salary is negotiable.

ECCV is an Equal Opportunity Employer. Suitably qualified candidates from a non-English speaking background are encouraged to apply.

### **Application Process**

Applications addressing the Key Selection Criteria should be marked: *Confidential, Attention Chairperson* and sent by email or to the following address by midnight Monday 18 June 2018 to:

Cr Kris Pavlidis, EECV Chairperson at email [chair@eccv.org.au](mailto:chair@eccv.org.au)

or

postal address ECCV, Suite 101, 398 Sydney Rd, Coburg VIC 3058.

For further information contact Dr Irene Bouzo at telephone 03 9354 9555