



**Position Title:** General Manager, Integrated disAbility Action (IdA) Inc  
**Reports to:** IdA Management Committee  
**Terms:** Full time/Part time, Flexible arrangement negotiable  
**Classification:** Social, Community, Home Care and Disability Services industry (SCHADS) Award Level 7-8 dependent on skills and experience  
**Applications Close:** 7<sup>th</sup> April 2022

### Background

IdA was formed in 1996 as the Northern Territory Peak consumer organisation for Territorians with disability. IdA actively advocates for positive change on identified issues, which may be specific to an individual and/or systemic in nature.

Our mission is to advocate and lobby with, or on behalf of people with disability to ensure an equitable outcome for all.

### The Role

The role of General Manager is an exciting and crucial role providing advocacy and support for people with disability, carers and their families. Strong stakeholder engagement and negotiation skills are essential as you work with Government, service providers, members and the broader community. A focus on growing the organisation to provide much needed Advocacy is a priority. A dynamic role for a self-starter you will be responsible for setting priorities in the day to day running of IdA and delivering positive outcomes for people with disability.

### Selection Criteria

1. Demonstrated empathy for people living with disability, a passion for advocacy and creating an inclusive society.
2. Experience in managing and developing the operations of a service-driven organisation including working with a Management Committee, strategic planning, financial management, staff development and management, reporting and acquittal to funders.
3. Liaison experience with government departments, non-government organisations and members of the community. Demonstrated experience managing stakeholder relations.
4. Ability to conduct research, think critically and present evidence-based advice and support to members, government and other stakeholders.
5. Well-developed report writing, communication and computer skills.

## Requirements

- Current Northern Territory working with children check
- A satisfactory national Criminal History Check
- NT Driver's License.
- You will also be required to provide evidence of your COVID-19 vaccination status

## Position Description

### Accountability

The GM is directly accountable to the Management Committee for the day-to-day operations of the service and for the performance of the following:

### Disability Advocacy and Policy

- provide and oversee a strong, supportive, and client-focused advocacy service for Individuals and groups
- Oversee comprehensive individual and systematic advocacy by working with staff and in partnership with other stakeholders
- Represent the interests of people with a disability on government and community committees and working groups
- Provide advice and written response to policy development at local, Territory and National levels

### General Responsibilities

- Manage the delivery of the NT Companion Card ensuring all KPI's are met
- Abide by IdA's constitution and deliver the Strategic Goals guided by IdA's Mission and Vision
- Inform, work with, and implement the decisions of the Management Committee.
- Represent the organisation in the public discourse with people with a disability and their families
- Ensure organisation policies and procedures are appropriate, up to date and complied with, to ensure compliance with legislative and other requirements
- Oversee the delivery of projects and events

### Staff Management

- Ensure that staff and volunteers abide by the goals, philosophies, constitution, policies, procedures and decisions of the organisation
- Supervise and manage staff and volunteers
- Maintain employment and staff records
- Provide and/or arrange for appropriate ongoing training for staff and the Management Committee

## **Funding**

- Ensure sound financial management of the organisation
- Prepare funding submissions for the organisation as required
- Ensure that funding is acquitted in an appropriate and timely manner
- Comply with monitoring requirements of funding bodies

## **Lobbying, Liaison and Community Development**

- Lobby for and maintain a position that reflects the Mission and Vision of IdA that protects and advances the rights of people with disability
- Maintain astute awareness of the political environment that may impact on people with disability.
- Liaise with media to ensure positive public comment on issues
- Liaise and network with key stakeholders at the local, regional and national levels
- Promote a strong and positive image of IdA to the broader community and with other service providers

## **Administration**

- Prepare written monthly reports for the Management Committee
- Ensure the timely provision of monthly financial statements for the Management Committee
- Maintain records and statistics of service users ensuring all funding area statistical requirements are met
- Ensure all records are maintained in accordance with the relevant guidelines

## **How to Apply**

Please email your Resume and one-page cover letter addressing the Selection Criteria to [gm@idainc.org.au](mailto:gm@idainc.org.au)

Applications close 7<sup>th</sup> April 2022

IdA encourages applications from people of all ages, nationalities, abilities and cultures and people living with disability.

For more information about this role please contact Allison O'Connor, Acting General Manager on 08 8948 5400 or [gm@idainc.org.au](mailto:gm@idainc.org.au).