Deputy CEO

Position Description and Selection Criteria

Position Objective

Working in close partnership with the CEO this position requires a high level of business management and leadership skills with responsibility for the day-to-day administrative operations of the organisation in support of the strategic goals of PANDSI.

Position Details

Position Title:  Deputy Chief Executive Officer
Reports to:  Chief Executive Officer
Remuneration:  SCHCADS Award 2010 Level 8.1
Hours of work:  Part-time 20 hours a week to be worked over preferably four days, contract until 30 June 2019 with possibility of extension.

Occasional work outside normal office hours may be required.

Located:  6 Minns Place, Weston, ACT 2611

The Organisation

PANDSI is a not-for-profit community organisation funded by ACT Health to provide an early intervention service to families experiencing low to moderate perinatal depression and anxiety. Our vision is to improve the perinatal mental health of women, men and their families in the ACT.

PANDSI gained accreditation under the National Standards for Mental Health Services in 2016.

PANDSI offers support, information and referral to over 300 families a year through:

- Support groups with free childcare - normalise experiences, provide strategies for moving forward and social connection
- Telephone Support – regular outbound calls for clients to check in, listen, offer coping strategies, make referrals
- Playgroup – a safe place to connect with other mums who understand, learn to play and engage with children
- Dads Information Nights – what is going on for their partners, strategies that help, how is dad doing?
- Outreach to Child and Family Centres, community organisations and playgroups, etc.
The following values underpin the way we work:

**Respect** We have regard for people and treat them well in all our interactions both within and outside of PANDSI. We recognise the dignity and rights of all and we make time to listen, to be courteous, and to respond.

**Resilience** We encourage resilience and believe that everyone has the ability to recover and maintain their wellness. We also believe that everyone’s journey is individual and they are the expert in their own lives.

**Diversity** We see people as individuals and appreciate and welcome their differences. This approach enriches us individually and collectively, harnesses understandings and skills for our work and informs the enactment of our values.

**Acceptance** We accept that everyone’s journey is their own individual journey. We accept that everyone comes with a varied history and that everyone’s story is valued.

**Integrity** PANDSI consists of passionate, committed, professional people who live out our values.

The PANDSI Strategic Plan can be found [here](#).

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**The Role**

**Primary Objective**

The primary objective of this position is to ensure the business and financial systems of PANDSI are well managed and enhance the organisations capacity to deliver the strategic plan, as well as deputising for the CEO as may be required.
Key duties and accountabilities

- Manage operational finances, liaise with bookkeeper and auditor, ensure all financial activity falls within budgetary allowances and produce reports from MYOB.
- Supervise small admin team, including volunteer management.
- Manage new staff recruitment processes according to established procedures.
- Monitor and undertake compliance activities involved in the operation of an incorporated association.
- Monitor organisational IT systems and respond to any issues that may arise.
- Assist with revision of policies and procedures as appropriate.
- Assist with organisational planning, continuous quality improvement and reporting to the Board.
- Monitor PANDSI website and social media activity.
- Assist with event management as required.
- Undertake project work that may be required from time to time.
- Deputise for CEO as required, including representing PANDSI at community sector networking occasions as appropriate.
- Attend and minute whole of office staff meetings.

Key selection criteria

1. Demonstrated business management experience preferably with an understanding of the not-for-profit community sector and its compliance framework.
2. Demonstrated financial, operational and people management skills.
3. Experience of continuous quality improvement processes ideally within the framework of meeting national standards.
4. High level of interpersonal and communication skills with the ability to work independently or as part of a team.
5. Excellent organisational skills with flexibility to prioritise a range of competing demands.
6. An understanding of the importance an online presence has in developing networks, disseminating information and engaging stakeholders.
7. High level computer literacy skills.
8. Ability to maintain high levels of confidentiality with knowledge of current Health Records (Privacy and Access) Act 1997 and Privacy Act 1988 (Cth), and the Australian Privacy Principles.
9. Relevant tertiary qualification or extensive experience in a similar role.

Eligibility

- Hold Australian citizenship, permanent residency or proof of eligibility to work on an unrestricted basis in Australia
- Satisfactory Police Check and possession of a Working with Vulnerable People card
- Satisfactory completion of a probationary period of 4 months
Applications to be submitted to Polly McIntyre, CEO, PANDSI by COB Monday 14th August.

PollyMcIntyre@pandsi.org

02 6287 3961 for further information.

Applications must include a current CV with names and contact details of 2 referees and responses to the selection criteria.