

MANAGER - EMPLOYMENT ENTERPRISES



Position Description

Responsible To:	Chief Operations Officer
Division:	Employment Enterprises
Location:	PepperGreen Farm
Status:	Ongoing
Working Days:	Monday to Friday or Tuesday to Saturday
Working Hours:	76.0 hours per fortnight
Award:	Access Australia Group Limited Enterprise Agreement
Classification:	Class 5 Band 1 to Band 7 commensurate with skills, experience and qualifications (\$69,455 to \$82,823, plus superannuation and leave loading) <i>All applicants are encouraged to obtain their own independent financial advice.</i>

Organisation Overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group (AAG) has grown to what is today a large and diverse not-for-profit, community-based organisation. AAG is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. AAG operates five key divisions undertaking a range of operations:

- Employment Services
- Registered Training Organisation, Access Skills Training
- Social Enterprises including PepperGreen Farm and PepperGreen Farm Catering
- Social Inclusion including Access Creative Studios
- Corporate Services.

Board of Directors

A board of voluntary directors governs AAG. Each member of the Board of Directors (Board) contributes a particular expertise to AAG in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

Vision

Employment for people living with disability or disadvantage.

Purpose

Provide employment pathways for people living with disability or disadvantage.

The Values that inform our behaviours:

Inclusive	Integrity	Respect
<ul style="list-style-type: none">• Non-discriminatory• Ability focussed• Fair• Open minded	<ul style="list-style-type: none">• Accountable• Honest• Transparent• Doing what we say• Relevant	<ul style="list-style-type: none">• Good at listening• Supportive• Compassionate• Dignified• Inspiring

The Foundations that underpin our work

- Client Focus
- Financial Sustainability
- Innovation and response to change
- Partnerships and collaboration
- Quality, safety and compliance

Strategic Environment

By 2025, AAG will achieve:

1. 30% of our clients are in open employment and 70% are on a pathway towards open employment
2. Our clients are accepted and included across their communities
3. Access Australia Group is a
 - Provider of Choice
 - Employer of Choice
 - Partner of Choice
4. Our products and services are replicable across Australia

We will achieve this by focusing on the following four strategic areas:

- Client Journey and Pathways
- Culture and Competency
- Leadership and Influence
- Planning and Evidence

Division Information / The Position

Employment Enterprises currently employs approximately 100 people with disability or disadvantage in a supported setting. The program provides work activities, through external and internal contracts that are available to supported staff to:

- Meet their National Disability Insurance Scheme (NDIS) goals
- Build their skills and qualifications
- Provide employment
- Create a pathway to open employment
- Build capacity for other businesses to employ people with disability

Responsibilities and duties:

Major Purpose

- Deliver a quality product and service.
- Build a skilled workforce that is fluid and connected.
- Live and role model AAG's values.
- Keep AAG's clients as the focus across product and service delivery models.
- Design pathways with achievable steps that lift AAG's client's aspirations to employment.
- Liaise with the Management Team to:
 - Provide lifelong learning opportunities that are flexible and responsive to the current environment.
 - Work in an environment that supports AAG's clients to develop both soft and hard skills on their pathway to meaningful employment.

Main Function

- Lead, manage and supervise a team of multidisciplinary staff to foster a strong, innovative and creative culture that coordinates its collective energy to meet the vision and goals for Employment Enterprises.
- Liaise with the Management Team (Registered Training Organisation and Employment Services) to build pathways to open employment.
- Provide expert advice and recommendations to the Chief Operations Officer (COO) and Chief Executive Officer (CEO) in all matters relating to the NDIS and the potential impact/actions required for the service area.
- Ensure the NDIS standards, processes, guidelines and reporting requirements to the NDIS Quality and Safeguarding Commissioner and lead internal and external audits against industry standards.
- Oversee and manage NDIS goal development, review and attainment as it relates to supported employment.
- Manage the contracts and microbusinesses within Employment Enterprises, ensuring all legislative, compliance, safety and quality requirements are met and exceeded.
- Create opportunities to secure new contracts and business and actively promote the work of Employment Enterprises and benefits of Social Procurement.
- Implement and fulfil the activities of the Business Plan and provide progress reports to the COO/CEO on a quarterly basis.
- Coordinate, manage and deliver business activities, including but not limited to:
 - Landcare Services
 - Car Wash
 - Workshop
 - Contract Management (quoting and activity)

Health and Safety in the Workplace

Staff employed by AAG are expected to participate in Workplace Health and Safety (WHS) by:

- Adhering to AAG's policies and procedures in relation to WHS.
- Taking reasonable care to ensure that your own health and safety, along with that of others, abide by the Occupational Health and Safety Act 2004.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Immediately reporting any injuries, hazards or illnesses where practical.

- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

Disability Worker Exclusion Scheme Check

As per the *Disability Act 2006*, staff of AAG are required to partake in a screening check against a Disability Worker Exclusion List which is operated by the Department of Health and Human Services before commencing employment. This check is designed to protect the safety and wellbeing of clients living with a disability and to exclude people who pose a threat from working in the disability service. Staff will have their status checked via submission of consent form to AAG along with proof of identity documents including a current photo identification.

Working with Children Check (WWCC)

Under the *Child Wellbeing and Safety Act 2005*, AAG is mandated by the Department of Health and Human Services to be compliant with the child safe standards that:

- Promotes the safety of children
- Prevents child abuse
- Ensures effective processes are in place to respond to and report allegations of child abuse
- Encourages children to “have a say”, especially on issues that are important to them or about decisions that affect their lives.

An element of these standards is safety screening and therefore all AAG staff are required to hold an employee Victorian Working with Children Check card or a current Victorian Institute of Teaching (VIT) registration card.

Police Check

All AAG staff are required to undertake a police check prior to commencing employment. If an employee can produce evidence of a police check that is not more than three months old, they will not be required to undertake another check.

Probationary Period

The probationary period for staff employed by AAG is six months. During this time, AAG or the employee can terminate employment for any reason. The purpose of this probationary period is for both parties to decide whether the employee is suitable for the position and/or the organisation.

Equal Opportunity

AAG is committed to providing an environment that is free of discrimination. All staff are entitled to access employment, promotion, training, transfers, and benefits based on merit and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

Inclusion

Access Australia Group is committed to equitable treatment and the elimination of discrimination through mutual respect. AAG is an inclusive and culturally diverse workplace who treat all with dignity and fairness by empowering access to opportunity, addressing structural inequalities and tackling unconscious bias.

Key Selection Criteria

Essential

- Mandatory Diploma level or above in Community Services or similar.
- Demonstrated ability to supervise and train staff, some of whom may experience a broad range of disability types and require varying support needs.
- Demonstrated ability to manage time and workload effectively to achieve business and strategic priorities, in a dynamic environment.
- Demonstrated financial skills with the ability to formulate and work within tight budgets.
- Demonstrated ability to develop and maintain networks and partnerships, including negotiation skills, to promote and build the business.
- Demonstrated identification and management of risks associated with the business.
- Makes evidence-based decisions in line with policy, legislation and delegations.
- Commitment to quality, compliance and exceptional service delivery, in line with industry standards.
- Demonstrated commitment, alignment and role modelling of AAG's values.

Desirable

- Demonstrated leadership in Disability Sector.

Signatures

Staff Member Name	
Staff Member Signature	
Date	
Chief Executive Officer	<i>Liz March</i>
Chief Executive Officer Signature	
Date	