



GOOD SAMARITAN INDUSTRIES

DUTY STATEMENT

JULY 2010

POSITION: Site Manager

DIVISION: Employment Services

SECTION: Options Open Employment

RESPONSIBLE TO: Divisional Manager, Employment Services

AWARD: Good Samaritan Industries (State) Industrial Agreement 2003

Objective: Responsible for the effective management of DES operations for the Mirrabooka site with the direction of the Divisional Manager, Employment Services and organisational policies.

SPECIFIC DUTIES:

1. Operational

- Support the Divisional Manager Employment Services to ensure that all Divisional activities are directed towards the achievement of the organisations mission.
- Ensure that GSI policies are effectively implemented.
- Ensure program compliance as outlined by DEEWR guidelines and contract.
- Provide operational leadership to the team in achieving outlet targets.
- Provide timely and accurate feedback and updates to Divisional Manager, Employment Services in relation to site performance.
- Evaluate the support needs of participants and employers and co-ordinate resources accordingly.
- Assist Divisional Manager Employment Services in the development of team training needs.
- Manage, motivate and co-ordinate the team in the achievement of divisional goals.
- Select, appoint and appraise reporting staff.
- Ensure that the site conforms to the Disability Service Standards.
- Review and address monthly workplace inspection reports.

2. Administration, Finance and Reports

- Assist the Divisional Manager Employment Services to submit divisional annual budgets to the CEO for consideration.
- Work with the team to ensure that the site operates within the approved budgetary and financial guidelines.

- Develop monthly reports to the Divisional Manager Employment Services detailing site activities.
- Assist in the implementation and evaluation of policies and program outcomes.
- Perform any other job related duties as required.

3. Program Development

- Build and maintain a co-operative team environment within the organisation.
- Assist the Divisional Manager Employment Services in accordance with the organisational objectives.
- Assist the Divisional Manager Employment Services to identify issues that will influence the division's ability to achieve its objectives and future goals and recommend strategies to address such issues.
- Assist the Divisional Manager, Employment Services, to identify opportunities that could enable the Division to better achieve its objectives and future goals, and recommend strategies to take advantage of such opportunities that are both appropriate and viable.

PERSONAL REQUIREMENTS FOR ROLE

Knowledge Required

- Developed understanding of the requirements of Disability Employment Service. Or similar. *(Essential)*
- Tertiary qualifications in business management or related fields. *(desirable)*
- Knowledge, skills and experience in obtaining and maintaining employment opportunities for people with disabilities. *(Essential)*
- Knowledge of disability service legislation, policies and principles and how they impact on the employment of people with disabilities. *(Essential)*

Skills and Abilities

- The ability to demonstrate a sound values base with positive attitudes towards people with disabilities. *(Essential)*
- The ability to think and plan operationally. *(Desirable)*
- Demonstrated ability to enthuse and support staff to work as part of a highly focussed, mutually supportive team. *(Essential)*
- High level of communication skills, both written and oral. *(Essential)*
- Able to demonstrate effective negotiation skills. *(Essential)*
- Demonstrated ability to work effectively with Government, non-government and community groups in relation to services for people with disabilities. *(Desirable)*
- Skills and knowledge of marketing and public relations. *(Essential)*
- *Set priorities on work (Essential)*

Personal Attributes

- A problem solving approach to situations. *(Essential)*
- Provide leadership when required. *(Essential)*
- A commitment to the empowerment of people with disabilities. *(Essential)*
- A problem solving approach to situations. *(Essential)*
- Be of ethical, moral and sound character. *(Essential)*

AUTHORISED: DATE:
(CEO/Divisional Manager)

I hereby accept the offer of employment on the terms and conditions outlined above:

.....
Signed

.....
Dated