

## Leader Specifications - Employee Purpose

NDIS Lead	
Required working hours	<p>5 day per week role, 38 hours per week full time</p> <p>Potential early starts and late finishes</p> <p>Attendance at out of ordinary hours functions</p> <p>Potential overnight travel</p>
Required Qualifications	<ul style="list-style-type: none"> <li>• Business / centre / practice co-ordination experience</li> <li>• Administration and/or office management experience</li> <li>• Experience working with NDIA and NDIS</li> <li>• Drivers Licence</li> <li>• Working with Children Check</li> <li>• Criminal Record Check</li> </ul>
Evidence of Previous Experience	<ul style="list-style-type: none"> <li>• Success in leading people and teams</li> <li>• NDIS delivery</li> <li>• Experience in working to budgets</li> <li>• Reporting – finance and performance</li> <li>• KPIs – understanding or working in measurables</li> <li>• Learning &amp; development - training experience</li> <li>• Resource management</li> </ul>
Evidence of Professional Development	<ul style="list-style-type: none"> <li>• Internal RIDBC training</li> <li>• External courses to ensure knowledge is current.</li> </ul>
Required capabilities (hard skills)	<ul style="list-style-type: none"> <li>• Strong administration &amp; computer skills</li> <li>• Thorough understanding of NDIS and NDIA process and practices</li> <li>• Time management &amp; organisational skills</li> <li>• Analytics – data analysis and reporting</li> <li>• Experience working to budget</li> <li>• Competent in software applications – Microsoft office suite &amp; RIDBC systems</li> <li>• Delegation and prioritisation skills</li> <li>• Presentation and training skills</li> <li>• Operations and logistics</li> <li>• Decision making capabilities</li> <li>• Process development, implementation and review</li> <li>• Document review and refinement</li> </ul>
Required competencies (soft skills)	<ul style="list-style-type: none"> <li>• Aligned with RIDBC strategic intent and values</li> <li>• Adaptable and can manage change – people and processes</li> <li>• Managing people through strong leadership &amp; role modelling</li> <li>• Problem solving and negotiation skills</li> <li>• Ability to handle difficult conversations</li> <li>• Ability to work in ambiguous and agile environments</li> <li>• Flexibility and empathy</li> <li>• Accountable and responsible</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborative work style</li> <li>• Ability to handle a high volume of work</li> <li>• Ability to manage conflicting priorities</li> <li>• Ability to manage procedures and processes</li> <li>• Excellent client service skills</li> <li>• Commitment to regional and service delivery model</li> <li>• Continuous improvement growth mindset</li> <li>• Disciplined and focussed – model work approach</li> </ul>
Requirements of role	<ul style="list-style-type: none"> <li>• Ability to travel to all sites of RIDBC (interstate and overnight)</li> <li>• Ability to attend breakfast/dinner functions when needed</li> <li>• An understanding that Employee documents will be fluid and may require amendments to respond to practicalities of roles as they are implemented.</li> </ul>
Relationships external to services	<ul style="list-style-type: none"> <li>• Client and families</li> <li>• Government - NDIA and NDIS</li> <li>• Marketing and Communications</li> <li>• People &amp; Culture</li> <li>• Finance</li> <li>• TOP</li> <li>• CPFR</li> <li>• Renwick</li> <li>• Local Community</li> </ul>