

Leader Specifications - Employee Purpose

| Area Manager | |
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| Required working hours | <p>Full time 38 hours per week</p> <p>Potential early starts and late finishes</p> <p>Attendance at out of ordinary hours functions</p> <p>Overnight travel</p> |
| Required Qualifications | <ul style="list-style-type: none"> • Health Science or Education Degree (Member of Health Association if required) or • Business education or • 5 years business / centre / practice management experience • Drivers Licence • Working with Children Check • Criminal Record Check |
| Evidence of Previous Experience | <ul style="list-style-type: none"> • Success in developing and managing people and teams • Success in managing budget or finance • Reporting – finance and performance • KPIs – establishing/implementing accountabilities and measurable • Learning & development - training experience • Resource management • Working with NDIS |
| Evidence of Professional Development | <ul style="list-style-type: none"> • Evidence of attendance at relevant conferences • Internal RIDBC training • External courses to ensure knowledge is current. |
| Required capabilities (hard skills) | <ul style="list-style-type: none"> • Strong administration & computer skills • Time management & organisational skills • Analytics – data analysis and reporting • Budget management knowledge and experience • Competent in software applications – Microsoft office suite & RIDBC systems • Performance management experience • Delegation and prioritisation skills • Presentation and training skills • Operations and logistics • Decision making capabilities • Process development and implementation • Document review and refinement |
| Required competencies (soft skills) | <ul style="list-style-type: none"> • Aligned with RIDBC strategic intent and values • Adaptable and can manage change – people and processes • Managing people through strong leadership & role modelling • Problem solving and negotiation skills • Ability to handle difficult conversations • Ability to work in ambiguous and agile environments |

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