

POSITION DESCRIPTION – **MANAGER**

Position Title	Executive Advisor	Department	Queensland Directorate
Location	Brisbane	Direct/Indirect Reports	Direct: 4
Reports to	Director Queensland	Date Revised	September 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 7	Job Evaluation No:	HRC0023495

■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

■ Position Summary

The Executive Advisor is a member of the Queensland Leadership Team who is responsible for supporting the Queensland Director to maximise strategic influence internally and externally.

The Executive Advisor is responsible for driving significant organisational change - overseeing Queensland's transformation and growth opportunities within Justice, Migration and Emergency Services to align with Red Cross' national strategic priorities and areas of focus over the next three years. The role will be responsible for supporting strategic alignment and future growth through core business methodologies such as ongoing growth forecasting and forward planning, coordinating all new business responses, and provide advice and apply skills in strategy development, policy analysis and management for local implementation of strategy.

The role will contribute technical knowledge and expertise on matters like; government and strategic stakeholder engagement and relationship management; analysis and strategic policy advice, and have a strong project management focus.

This role will lead business improvement projects and provide significant contribution to strategic Direction, program rigor and risk management and integration planning and resource management. The Executive Advisor will also liaise and work with Branches, members and volunteers.

■ Position Responsibilities

Key Responsibilities

- As part of the Queensland Leadership Team, contribute to the strategic direction of Red Cross across the state in Red Cross' six (6) strategic areas of focus.
- Oversee growth and transformation in service delivery and community projects, particularly in identified areas
- Maintain sound growth forecasting and forward planning disciplines and help prepare Red Cross for change as required
- Develop new business proposals, business plans, budgets, performance plans, risk plans and other documents to guide, monitor and evaluate the performance of Red Cross in the areas of operation assigned to the role.

- Coach, mentor and develop direct reports overseeing operational activity in transformation, growth and community activation and contribute to maximizing cross-business integration so that client/community outcomes are maximised.
- Utilise the Red Cross Performance Review & Development system to ensure that all staff have a development plan in place and that performance is regularly monitored.
- Maintain a strong interface with Emergency Services, Migration Support Programs, and Community Programs, to effectively support their activities, and build strong and positive working relationships with the Queensland Leadership Team.
- Support the Director to build the strategic influence and external profile of the Red Cross within Queensland by developing strong and productive working relationships with key stakeholders and representatives in Local, State and Commonwealth Government Departments.
- Manage and maintain the State contract register providing the accurate status of all local, State and Commonwealth Government funding agreements including current, terminating and pending applications. Undertake and support due diligence activities and reviews for all funding contracts.
- Undertake, research, policy analysis and development of evidence based information that considers the Organisation's operating environment, external environment and supports strategic and policy priorities to help shape decisions and future direction.
- Provide advice and recommendations based on advanced subject matter knowledge including identification of emerging issues and risks and their implications for State policy and business priorities.
- Develop and co-ordinate communications on behalf of the Director and lead the preparation and coordination of complex and at times sensitive information and evidence via briefs, submissions, reports, updates or statements.
- Ensure budgets are met by managing controllable costs/expenses
- Lead and participate in other projects as required by the Queensland Director.

■ Position Selection Criteria

Technical Competencies

- Demonstrated experience in leading organisational change and developing organisational capacity
- Previous senior leadership experience including demonstrated ability to lead and motivate teams.
- Highly developed and professional personal skills to be able to deal confidently and calmly in a wide range of situations.
- Strong negotiation skills, with the ability to develop positive and influential relationships internally and externally and manage conflict effectively.
- High-level strategic thinking, planning, reporting and project management skills.
- Proven ability to work proactively and independently and to self-direct work with the ability to manage ambiguity and to make sound judgments.
- Highly organised with the ability to effectively manage competing priorities with initiative and sound judgement based on the organisation's and Director's priorities.
- Ability to influence others and negotiate mutually agreed outcomes.
- Highly developed verbal and written communication skills.
- Demonstrated experience developing or reforming structures and accountability systems to improve strategic engagement and enable a more client-centred, outcome-focussed organisation.
- Demonstrated experience in contract management, compliance and quality management.
- Significant business analysis, planning and reporting skills relevant to guiding a large and diverse workforce

- Advanced computer skills, using MS Office applications, specifically Word, Excel, PowerPoint and Outlook, as well as highly proficient use of technology.

Qualifications/Licenses

- Relevant tertiary qualifications/experience in a relevant field.
- Experience in an international organisation, humanitarian organisation, or similar institution highly desirable.
- Police check clearance

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Personal effectiveness | Solving problems** | Demonstrated ability to use data, knowledge and experience to identify problems potentially impacting teams or programs and proactively develop and implement effective solutions.
- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Managing performance** | Demonstrated capability to take ownership of work and use initiative to deliver results. Ability to set performance standards for teams and provide coaching and feedback to ensure standards are met.
- **Team effectiveness | Managing change** | Demonstrated capability to lead, support and manage change within teams. Understanding the impact on the team and taking ownership for implementation of change.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters