



The Northern Territory Council of Service Inc. (NTCOSS) is a peak body for the Northern Territory social and community service sector and an advocate for those who are most disadvantaged.

NTCOSS has a broad membership base, which is made up of non-government and community organisations, Indigenous organisations, and community councils across the NT, as well as other organisations and individuals who are committed to social justice issues for people and communities who are socially and financially disadvantaged in the NT.

NTCOSS is governed by a Board of Directors, which includes broad representation from across the Social and Community Sector in the NT, including regional representatives and representatives from the range of social policy areas.

Position Description

Position Title:	Executive Director
Position Purpose:	The Executive Director is responsible for the leadership, coordination and development of Council's activities, including: <ul style="list-style-type: none">Supporting the collective efforts of NTCOSS members to sustain a vibrant community services sector, responsive to the needs of diverse communities, andChampioning economic and social well-being for all residents of the Northern Territory
Position Reports to:	Northern Territory Council of Social Service, Board of Directors
Position Location:	Darwin (2/5 Goyder Road, Parap, NT)
Industrial Instrument:	The Fair Work Act 2009, Social, Community, Home Care and Disability Services industry (SCHCADS) Award 2010 and the Northern Territory Council of Social Service Incorporated Enterprise Agreement 2017
Award Classification:	Community Services Employees level 8.3
Terms of Employment:	Full Time (37.5 hours per week)
Salary Package:	Above Award \$130,000 to \$140,000 pa plus 9.5% superannuation and vehicle with limited private use
Leave Entitlements:	6 weeks annual leave at normal pay plus 17.5% leave loading plus Grace leave for the working days occurring between Christmas and New Year public holidays, at normal pay

Statement of Duties

Summary of main duties to be performed, listed with equal priority:

1. Effectively represents the views and interests of members and the wider community sector by ensuring that NTCOSS maintains a strategic position as a social and community sector peak body, influences social policy directions and consults with and involves the membership and other stakeholders in key areas of policy development.
2. Maintain a strong public profile and position through media engagement and represent NTCOSS and its members on relevant committees, and in meetings, forums and functions in line with NTCOSS policy.
3. Oversee and undertake social policy analysis, research and development projects in relation to social justice issues that impact on people and communities in the NT who are socially and financially disadvantaged.
4. Establish strategic alliances and effective relationships with Government, peak bodies, social research organisations and other relevant stakeholders including the Australian Council of Social Service and the COSS network in Australia.
5. Build the capacity of the social and community sector to contribute to Government social policy decision making processes at the local and national level through a range of effective communication mechanisms that meet the consultation and information needs of the Sector.
6. Ensure the provision of effective industry support and advocacy which contributes to the development of strong, viable not for profit community sector organisations by facilitating processes and undertaking projects which support and increase the capacity of the social and community sector to provide high quality sustainable services.
7. Work to the Board of Directors in developing a vision and strategic plan to guide the organisation, report to the Board of Directors on all aspects of the activities and operations of the organisation and resourcing and supporting the Board of Directors in meeting and carrying out its governance role.
8. Oversee the development, implementation and continuous improvement of effective organisational management and operational systems including but not limited to, management of staff, development of policies and procedures, monitoring and maintenance of effective communication and administrative systems, risk management, secure funding, budget development and the, monitoring and management of finances and planning, allocation and monitoring of the organisation's internal resources, in line with NTCOSS priorities.
9. Maintain, grow and diversify the membership of NTCOSS.

Position Attributes

At NTCOSS we value the ability to work creatively and independently, and the ability to be part of a team that treats others fairly and with respect. The Executive Director will have:

1. High order strategic management and leadership skills within a human services setting, including skills and experience in finance and human resource management.

2. Demonstrated analytical, conceptual and problem solving skills including the ability to think creatively and laterally.
3. Highly developed skills in social policy analysis and a demonstrated understanding of local and national social policy issues, particularly those impacting on people and communities who are socially and financially disadvantaged.
4. Exceptional advocacy skills.
5. Excellent written and oral communication skills including the ability to manage the media and present to a range of stakeholders and groups, develop and maintain strategic relationships with stakeholders, negotiate with high level government and community representatives, produce quality articles and reports and facilitate and lead strategic consultations, liaison and networking across a range of stakeholder groups.
6. Demonstrated project management skills and an ability to work to deadlines and to set priorities within competing demands.
7. Experience in working within the Social and Community Sector and/or demonstrated understanding of the issues impacting on the Social and Community Sector, particularly within the NT context.
8. A demonstrated commitment to social justice principles including Aboriginal self-determination, professional ethical standards and diverse workplaces.
9. An appropriate tertiary qualification.
10. A current NT Working with Children Card.
11. A current NT driver license.
12. A preparedness to undertake interstate and regional travel.

Application Information

Applicants are required to submit a cover letter of no more than two A4 pages stating why they are suited to this position and the organisation, plus a resume with at least two work related referees.

Applications are to be forwarded to recruitment@ntcoss.org.au or to Recruitment NTCOSS, PO Box 1128, NIGHTCLIFF NT 0814 and received no later than close of business Tuesday 11 June 2019.

Applicants are welcome to contact Jayne Lloyd, NTCOSS President, via recruitment@ntcoss.org.au for further information regarding the position.

Prior to offer of employment candidates will have to successfully complete a Safe NT Screening Assessment for Employment (Police Check).