



liberty
community connect

CEO Application Pack

Contents

1.	Overview of Liberty Community Connect Inc.....	2
2.	Liberty Community Connect Vision and Mission	4
3.	Position Description	5
4.	Selection Criteria	8
5.	Information for Applicants	8
6.	Further Information	9

About Liberty

Liberty Community Connect Inc, formerly known as Nerang Community Respite Care Association, was established in 1989 by Father Pat Tynan of St Brigid's Catholic Parish at Nerang. A community-based Management Committee was elected and the Association received its initial Home and Community Care (HACC) government funding grant in 1991 to provide a day respite program two days per week. Services expanded rapidly in response to identified needs and in-home care services were introduced. Liberty has re-located three times, going from a small office in the Gold Coast City Council Chambers to a rental property on McLaren Road, and finally established its roots in a small two-bedroom fibro 'shack' that was kindly donated by the Catholic Parish at the current location.

Thirty-five years on, with numerous renovations and extensions, we are Liberty Community Connect - a hub of community activities and support services that reaches throughout the Gold Coast. We are renowned for our excellence in service and community connection programs.

Liberty is an approved provider for both aged care and the National Disability Insurance Scheme, delivering a variety of home and community-based services. We offer everything from services under the new Support at Home Program (previously known as Home Care Packages), in-home support services (such as domestic and shopping assistance, personal care, social support, in-home respite care), lawn and garden maintenance, and vibrant group social programs in our centre and out in the Gold Coast community. We have you covered whatever your needs are.

Diversity

Liberty Community Connect embraces the values of all people and our vision of inclusiveness extends to staff, client and community.

Our Values

- Treat others with respect by valuing their choices and rights
- Show integrity, by being accountable, owning our mistakes and learning
- People are our potential
- Build a better community by being leaders of change

Strategic Objectives

- Our growth
- Our community
- Our workforce
- Our economic engine
- Our partnerships

Our Experience

The Liberty experience is our unique point of difference, and it forms the basis for the strategic direction of all future Liberty messages. Our brand essence centres on the 6 aspects that make up the Liberty well-being experience.

- Connection
- Individuality
- Vibrancy
- Accomplishment
- Purpose
- Satisfaction

Our Personality

Liberty's brand personality is made up of attributes assigned to our brand that add value to the marketplace. It is our job to make sure all our communication efforts align with our brand personality, and do not conflict with our personality. Our brand personality is how we wish to be described by our stakeholders, by aligning to our values and what makes us unique.

- We are unique
- We are vibrant
- We are caring
- We are reliable
- We are innovative

For more information about Liberty Community Connect and its services, go to the website: <https://www.libertycommunity.org.au/>

VISION & MISSION

VISION

People on the Gold Coast live happily in their home and community for the fullness of their life

MISSION

Deliver flexible and practical services leading to better outcomes for clients, and

Create long-lasting community and personal connections

Create partnerships with service providers to increase the scope of services available to clients



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Position Description – CEO

Employment status:	Full-time permanent
Remuneration:	\$180,000 plus Superannuation plus Car Allowance per annum
Reports to:	Liberty Community Connect Inc Committee of Management
Direct reports:	General Manager Services Manager
Internal relationships:	Operations Team, Community Connections Team, Chef, Bus Driver/Senior Maintenance Officer, Home Maintenance Team member, Support Workers and Volunteers
External relationships:	My Aged Care, Ageing Australia, Aged Care service providers, NDIA Quality and Safe Guards Commission, disability service providers, disability peak bodies and Government Funding Departments

Purpose of Position

Work in collaboration with, and provide regular reports and advice to, the Committee of Management; assist the Committee of Management in devising the organisation's strategic vision and goals; implement the organisation's strategic plan, prepare business plans and budgets.

Lead, manage and develop a high-performing team of dedicated staff and volunteers.

Oversee the administrative, financial, and day-to-day operations of the organisation in accord with statutory and regulatory obligations and standards, industry's best practice, policies, and procedures.

Model and foster positive interpersonal and communication skills, internally with staff and volunteers, externally with clients and their families, and all other stakeholders.

Develop and promote the business of Liberty Community Connect through innovation, continuous improvement, ongoing research and evaluation, effective marketing and change management.

Key Responsibilities

These cover the position's main functions: strategic leadership, team leadership, development and management, administration and financial management, risk and compliance management, the pathway identified and relationships, business development and innovation.

Strategic leadership

- Work in collaboration with the Committee of Management and senior leadership team to devise the organisation's strategic direction and plans.
- Lead implementation of the organisation's strategic plan
- Lead development of the annual business plan and budget, in liaison with the Committee of Management
- Oversee implementation of the annual business plan and budget with a view to maintaining Liberty's viability and sustainability
- In liaison with the management team to establish an annual rolling budget that links to the pathway identified in Liberty's strategic plan
- Ensure the organisation's corporate governance policies and procedures are up-to-date and properly administered
- Provide monthly reports to the Committee of Management regarding implementation of the business plan and budget, projects and initiatives, correspondence, and staffing matters
- Lead the development and implementation of significant projects and initiatives
- Contribute at a regional and state level to service planning and strategic development through membership of appropriate committees and associations
- In collaboration with the Committee of Management, ensure the organisation has an effective organisational structure and senior staffing succession plan
- Adhere to mission, vision and values of Liberty.

Team leadership, development, and management

- Lead, coach, and develop the organisation's senior management team
- Develop a team of dedicated staff and volunteers by providing strong leadership, modelling exemplary conduct and consistency, being approachable, and encouraging and rewarding initiative and innovation
- Establish and maintain a culture that attracts, motivates, and retains a diverse high-performing team of staff and volunteers
- Oversee the organisation's human resources in accord with authorized personnel policies and procedures that fully conform to current laws and regulations
- Oversee recruitment, induction, professional development and training of staff and volunteers
- Lead and oversee staff performance appraisals which are linked to the relevant position description.

Administration and financial management	<ul style="list-style-type: none"> • Oversee efficient use and security of the organisation's resources and assets through implementation and maintenance of effective policies and procedures • Lead in the development and implementation of processes, policies and procedures and quality review assessments • Oversee the organisation's operations in accord with the annual business plan, budget, and funding body guidelines • Oversee implementation of annual and projected budgets and ensure that the organisation operates within budget guidelines • Ensure that funding agreements are negotiated, executed, and managed effectively in accord with documented outcomes • Exercise fidelity in the financial management of the organisation ensuring the organisation is always able to meet its financial obligations • Ensure monthly financial statements provided to the Committee of Management accurately reflect the financial condition of the organisation • Oversee the organisation's IT system, including its maintenance and review • Review and approve contracts for services • Act in accordance with the approved Delegation Schedule and Purchasing Matrix.
Risk and compliance management	<ul style="list-style-type: none"> • Ensure compliance with the expectations Aged Care Quality Standards and the requirements of the NDIS Quality and Safeguards Commission • Ensure compliance with aged, disability and other relevant legislation • Act as Liberty's Person Conducting Business or Undertaking (PCBU) and comply with relevant Safe Work and other legislation. • Oversee implementation of the organisation's quality and risk management systems, utilizing best practice techniques and methodologies to ensure continuous improvement • Ensure Liberty has adaptable and relevant risk management strategies, disaster management and business continuity plans • Ensure compliance with privacy laws, oversee data governance and security frameworks, foster a culture of privacy awareness, manage data breach responses, and ensure dependent third- parties adhere to these standards
Business development and innovation	<ul style="list-style-type: none"> • Actively seek and develop new business opportunities within the framework of the strategic plan • Provide leadership in developing projects and programs in liaison with the Committee of Management and carry out plans and initiatives authorised by the Committee of Management • Oversee the organisation's research and evaluation processes and projects • Oversee development and implementation of the organisation's marketing plan • Develop (in liaison with the Committee of Management) and implement effective change management strategies, as required

Selection Criteria

Essential

Formal qualifications in any of the following areas: Business Management, Social Work, Social Sciences, Human Services, Community Work, Nursing, Allied Health, or equivalent; or lesser qualifications with substantial years of relevant experience.

Conditions of Employment

- Ability to meet the requirements of a key personnel as outlined in the Aged Care Act 2024 and the NDIS Act 2013
- Satisfactory National Police Check
- NDIS Worker Clearance, and
- Driver's Licence in state of residency

Key Selection Criteria

1. Demonstrated ability to work closely and harmoniously with a Board or management committee in fulfilling its strategic oversight; experience in implementing an organisation's strategic plan and preparing business plans and budgets.
2. Demonstrated ability to lead, manage and develop a high-performing team of dedicated staff and volunteers in accord with an organisation's strategic vision, purpose, values, and goals.
3. Demonstrated ability to oversee the administrative, financial, and day-to-day operations of an organisation in accord with statutory and regulatory obligations and standards, industry best practice, policies, and procedures.
4. Highly developed interpersonal and written communication skills, as demonstrated by experience in liaising with and influencing internal and external stakeholders to achieve desired outcomes, inter-agency networking, and establishing and maintaining strategic relationships and partnerships.
5. Demonstrated experience in business development and innovation, including quality and risk management systems, research and evaluation, service re- design, effective marketing and change management.

Information for Applicants

Liberty Community Connect Inc is committed to equal opportunity employment practices. Applications for the position of CEO will be assessed on merit and selected applicants invited to interview. An offer of appointment will be made to the applicant whose written application and interview responses best demonstrate their ability to meet the selection criteria outlined in the position description.

When submitting your application, observe the following guidelines:

1. Address the key selection criteria defined in the position description. As a guide, for each key selection criterion, your response should include:
 - evidence that you meet the criterion
 - specific examples from your current or recent employment to demonstrate how you meet the criterion.
2. Provide no more than one page per criterion in your response to key selection criteria. Brief statements with dot points being preferable.
3. Submit your application by close of business 6 June 2025. Send an electronic version of your application to recruitment@libertycommunity.org.au
4. Ensure your application includes:
 - an up-to-date resume, including names and contact details of three professional referees
 - responses to the key selection criteria
 - a brief covering letter.

Further Information

For further information regarding the advertised position please call Ms. Amanda Ginger on mobile No, 0430 805 730.