

<b>3.2</b>	<b>SENIOR STAFF POSITIONS</b>
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<b>Applies to:</b> HECIS Co-Ordinator
<b>Specific responsibility:</b> HECIS Co-Ordinator

<b>Version:</b> 1
<b>Date approved:</b> 5.8.14
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

### POLICY STATEMENT

The Management Committee delegates day-to-day management of the organisation to the HECIS Co-Ordinator. Within guidelines set by the Management Committee, the HECIS Co-Ordinator has responsibility for management of the organisation, including day to day running of the service, management and designation of caseloads to staff, supervision of staff and administration duties; WHS; budgeting and acquittal documents; staff appraisals.

Refer to **3.3a Delegation Chart** for specific detail.

### ROLES

#### The HECIS Co-Ordinator

The HECIS Co-Ordinator will ensure the following:

- **Financial management:** That HECIS:
  - has sufficient funds to carry out its core work and contracted obligations
  - operates within its allocated resources
  - maintains reserves to adequately cover its liabilities
  - remains financially solvent and viable over the longer term.
  
- **Activities and services:** That HECIS:
  - contracts only for activities and projects that are within its identified core aims and strategic directions
  - implements work programs that provide effective contribution to the achievement of HECIS's core aims and objectives.
  
- **Human resource management:** That HECIS:
  - is able to attract the level of skilled staff it requires
  - operates within current industrial relations legislation and within the terms of any contracts or agreements with staff
  - provides a safe and supportive working environment.

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- **Asset protection:** That the assets of HECIS are well managed and maintained.
- **Communication and advice to the Management Committee:** That the HECIS Management Committee is provided with:
  - accurate information and well considered advice from staff
  - information on any risk or threat to the organisation and its interests.
- **Legal obligations:** That HECIS:
  - operates in compliance with the policies and procedures established by the Management Committee
  - acts in compliance with its legal obligations and within the law generally
  - does not become liable to legal action as a result of negligence by the HECIS Co-Ordinator or other staff.
- **Public profile:** That HECIS:
  - maintains a positive profile and reputation with other agencies and in the media
  - is respected for its competence and capacity to carry out its role.

The HECIS Co-Ordinator will address key management and operational issues following the direction and policies laid down by the Management Committee, including:

- Implementation of the Strategic Plan, including development of, and reporting against the Plan;
- Developing and implementing organisational strategies and making recommendations to the Management Committee, on significant strategic initiatives;
- Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff;
- Recruitment, management and supervision of staff, in conjunction with the Committee Executive members.
- Developing the annual budget and managing day-to-day operations within the budget (with the assistance of the Office Manager);
- Overseeing financial management of the organization, including approving expenditure within delegation and budget;
- Maintaining an effective risk management framework;
- Liaising with stakeholders (HECIS client families);
- Keeping the Management Committee, and regulators informed about any developments with a material impact on the organisation's performance; and
- Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

### DOCUMENTATION

Documents related to this policy	
Related policies	Delegations Chart Delegations of Authority Policy
Forms, record keeping or other organisational documents	Business/Organisational & Training Plan

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Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	12.8.15	HECIS Co-Ordinator	Aug 16
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.2017	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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