

---

## POSITION DESCRIPTION

<b>Position:</b>	<b>MANAGER SECTOR CAPABILITY AND STEWARDSHIP</b>
<b>Reports to:</b>	<b>State Manager WA</b>
<b>Direct Reports:</b>	<b>5</b>
<b>Location:</b>	<b>Perth, Western Australia</b>
<b>Status:</b>	<b>Full time; 38 hours per week</b> <b>Fixed term contract for 2 years with possible extension, but with no guarantees</b>

---

### **Organisation Overview:**

NDS is the national industry association for disability services, representing approximately 1,100 non-government service providers. Collectively, our members operate several thousand services for Australians with all types of disability. NDS's members range in size from small support groups to large multi-service organisations, and are located in every State and Territory across Australia.

NDS promotes the full inclusion of people with disability and this commitment is outlined in our Disability Action Plan (DAP).

### **Position Overview:**

The WA Manager Sector Capability and Stewardship is a key leadership position responsible for the direct service delivery operations of NDS WA and for the management of services and projects aimed at providing sector capability and sector stewardship for the WA disability sector.

The role will also significantly support NDS in developing and influencing public policy and in supporting members in upholding the rights and interests of people with disability.

### **Key Roles and Responsibilities:**

- Provide leadership in supporting disability services sector capability and development, and effectively represent the interests of members and the disability sector
- Develop and support productive relationships and networks with the disability services sector and key stakeholders to strengthen sector capabilities, and represent NDS WA on consultative and other bodies as required
- Oversee the management of key projects, processes and systems for sector development, capacity building and sector stewardship

- Oversee work with the disability sector and workforce development sector to improve the availability and effectiveness of Training and Professional Development opportunities for personnel working in the disability sector
- Manage the operation of the NDS WA Access and Inclusion services including ACROD Parking Program, Companion Card and Changing Places Network
- As a member of the NDS WA leadership team, contribute to NDS WA's strategic and business plans and ensure compliance with organisational strategic directions
- Actively participate in internal and external communications including planning conferences and forum content and meetings as required
- Maintain productive relationships with funding agencies and ensure a high level of delivery on funding contracts
- Maintain knowledge of policy in the disability field, including relevant State and Federal Government policy, and the implications in sector development within the disability field
- Prepare written analyses and reports as required
- Provide leadership and effectively manage staff to achieve their potential
- Manage financial and physical resources
- Demonstrate a commitment to developing and maintaining quality assurance systems and maintaining a safe workplace
- Other duties as required

**Key Attributes:**

1. Excellent engagement , communication and interpersonal skills with the demonstrated capacity to motivate, influence, and represent NDS and sector development and policy positions to a wide range of stakeholders, providers and external audiences;
2. High level understanding of the disability sector;
3. Proven ability to solve large and complex problems through strategic insight and continuous improvement to deliver effective and successful outcomes;
4. Demonstrated leadership in a management position including managing a diverse range of staff;
5. Demonstrated knowledge, understanding and successful implementation of Policy and Legislation;
6. Highly effective written and oral communication skills with a proven capacity to develop cogent project reports;
7. Demonstrated experience in managing financial, physical and human resources;
8. Computer Literacy, including Microsoft Office Suite;
9. A tertiary qualification in a related discipline is desirable but not essential; and

10. Independent travel capability.

**Interested applicants should send a cover letter relating their experience to each of the Key Attributes, together with their resume, to:**

**Neetha Stefas**  
**Human Resources Manager**  
Ph: (02) 9256 3104  
Fax: (02) 9256 3123  
[recruitment@nds.org.au](mailto:recruitment@nds.org.au)

Position enquiries should be directed to:

**Julie Waylen**  
**State Manager**  
Ph: (08) 9208 9805  
Fax: (08) 9242 5044  
[julie.waylen@nds.org.au](mailto:julie.waylen@nds.org.au)

**Closing date is 6 April 2018**

***NDS is an equal opportunity employer and encourages applications from people with disability.***