

POSITION DESCRIPTION

Job Title	Chief Executive Officer
Company	Family Day Care Association Queensland (FDCQ)
Location	Brisbane
Reports to:	Board of Directors FDCQ

Primary Purpose of Role
<p>To oversee and lead all operations of FDCQ within the delegated authority of the Board.</p> <p>These aspects include strategic vision, strong leadership and communication skills and the ongoing development and financial sustainability of the organisation including sector advocacy, stakeholder engagement, as well as the development, marketing, implementation and presentation of all aspects of the strategic plan, in keeping with the vision and values.</p>

Values	
Children and families are our heart	<ul style="list-style-type: none">• We listen and respond• We speak up and protect• We are responsible and accountable
We play well with others	<ul style="list-style-type: none">• We share ideas, challenges and successes• We are relationship-oriented and task-focused• We do what we say we will do
We colour outside the lines	<ul style="list-style-type: none">• We are change creators, makers and champions• We seek solutions powered by curiosity and creativity• Our success lies in the extra mile

Behaviours	
Emotional Intelligence	<ul style="list-style-type: none">• Demonstrates self-awareness, awareness of others (empathy), self- management skills and capacity to motivate self and others.• Shows genuine interest in others and works to make them feel valued.• Acts with both heart and head.
Agility	<ul style="list-style-type: none">• Demonstrates openness, adaptability, and flexibility in responding to change.• Able to identify and take advantage of opportunities quickly.• Seeks out innovation; thinks laterally; can generate and share new and creative approaches.
Comfort with Complexity	<ul style="list-style-type: none">• Accepts uncertainty and complexity as normal.

Behaviours	
	<ul style="list-style-type: none"> • Demonstrates comfort with ambiguity and with an environment of continuous change. • Remains focused and is able to decide and act in the face of ambiguity.
Strengths Focus	<ul style="list-style-type: none"> • Displays a positive, optimistic approach; has a sense of humour. • Focuses on strengths rather than deficits – what is working well rather than problems. • Supports and encourages others; listens actively and inspires trust and confidence. • Shows drive and energy, patience and perseverance in the face of challenges. • Works from strengths to build positive and meaningful relationships.
Values Driven and Reflexive	<ul style="list-style-type: none"> • Demonstrates awareness of how values, beliefs and experiences shape behaviour, voices and understanding. • Shows curiosity; continues to question and challenge. • Acknowledges and learns from mistakes. • Lives personal and professional values through the role and in relationships with others.
Integrity and Courage	<ul style="list-style-type: none"> • Guided by values and principles that ensure the highest priority is given to the rights and interests of children; ethical and professional in attitude and behaviour. • Demonstrates honesty and humility; open about own strengths and learning areas; takes responsibility for own decisions and actions. • Prepared to express own views; dares to be different. • Shows a commitment to social justice and social inclusion.

Key Responsibilities/Accountabilities	Performance Measures
Strategy & Planning <ul style="list-style-type: none"> • Develop the strategic plan under the direction of the Board, with consideration to the vision, purpose and constitutional objectives. • Develop and recommend policy and strategic objectives for board consideration. • Build the sustainability of FDCQ to ensure it continues to grow service delivery in keeping with its strategic plan. • Identify and examine economic, industry and market trends and conditions as they affect the FDC sector and recommend strategies to the board to take full advantage of any changing circumstances. • Implement and manage FDCQ's governance compliance and risk framework in collaboration with the Board. 	<ul style="list-style-type: none"> • Development of a strategic plan in collaboration with the Board and Senior Leadership Team each year. • Governance, Risk and Compliance framework in place and monitored with Board.
Leadership, People and Culture <ul style="list-style-type: none"> • Maintain effective internal communications systems throughout FDCQ. 	<ul style="list-style-type: none"> • Team member engagement survey annually.

Key Responsibilities/Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Develop, implement and manage an appropriate workforce planning model to sustain FDCQ activity, subject to approval by the Board. • Manage all human resources issues and processes within FDCQ including legal issues, performance and conduct concerns, policies and procedures. • Recruit and onboard all team members in accordance with the board-approved budget. • Issue and update employment contracts as required and in compliance with workplace relations legislation. • Implement measures to evaluate and provide feedback on team members performance. • Authorise team members' delegations regarding policy, contractual agreements and financial expenditure. • Implement and monitor a compliant work health and safety system. 	<ul style="list-style-type: none"> • Demonstrable evidence of a positive, collaborative workplace culture as anecdotal feedback indicates. • High employee retention rates. • Highly engaged employees who collaborate, share and support company vision. • No disputes or grievances lodged by employees. • Compliance with WHS and workplace relations legislation. • Current employment contracts and position descriptions in place for all team members.' • Proactively manage and enhance employee performance to drive organisational success, routinely performed.
<p>Financial</p> <ul style="list-style-type: none"> • Develop operating and financial expenditure budgets for presentation to, and approval by the board. • Ensure ongoing viability of core and secondary funding to allow FDCQ to grow into the future in consultation with the board. • Ensure the soundness of FDCQ's financial structure by reviewing projections for capital expenditure and financing arrangements. • Manage the Board-approved budget (including further development of, and obtaining board approval of, the final budget for each service and activity in keeping with existing FDCQ policies and procedures). • Responsibly exercise the delegated authority of the Board in accordance with the Board-approved budget • Monitor and report fully to the Board on performance against budget (and any recommended amendments), as necessary in liaison with the relevant Board sub-committee. • Ensure accountability and good governance in all financial procedures and systems. • Develop and manage departmental budgets in consultation with the Senior Leadership Team, and be responsible for those departmental budgets. • Strive for the best possible operational financial outcome for FDCQ. 	<ul style="list-style-type: none"> • Produce an annual budget for approval by the Board in May each year that is consistent with strategic priorities as established by the Board. • Produce cash flow forecast for the Board at least quarterly. • Produce bi-monthly budget and financial performance updates for the Board, noting any variances to the approved budget. • Meet the Board approved annual budget.

Key Responsibilities/Accountabilities	Performance Measures
<p>Service & Contract Management</p> <ul style="list-style-type: none"> • Ensure the delivery of services is in line with contract requirements and industry regulations. • Ensure risk management framework is in place for each service area; including risk identification, prioritisation and action plans to minimise the risk. • Develop retention and workforce/resource plans to meet the requirements of each area of service, including educators, and ongoing management of the expense against service areas. • Manage conflicts of interest with service provider members for FDCQ's service delivery. • Work collaboratively with managers in the development of viable, successful and effective services that conform to board-approved budgets and policies. • Ensure all operational activities of FDCQ are undertaken legally and compliant with industry regulations. 	<ul style="list-style-type: none"> • Educator retention rate. • Continue to drive quality improvement within the services, improving on current status. • Occupancy rates. • Work Plans in place for each service area. • Achievement of service-level budgets. • Compliance with contract requirements. • No compliance enforcements.
<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Develop and maintain effective relationships with all members and stakeholders of FDCQ, including, but not limited to federal and state governments, universities, industry groups and other peak bodies. • Develop advocacy strategy for the progression of the FDC sector for the benefit of FDCQ members. • Oversee sector development opportunities including research and resource development for the benefit of members. • Manage the marketing strategy and various brand identities of FDCQ, including overseeing the implementation of the marketing plans and activities. • Develop a business development strategy to maximise all possible sponsorship, philanthropic and alternative funding opportunities. • Manage and direct an effective and successful funding application strategy that maximises all funding opportunities. 	<ul style="list-style-type: none"> • Marketing and Business Development plan that meets FDCQ's strategic plan by May Board meeting. • Stakeholder management plan by October Board meeting. • Ongoing awareness and engagement with FDCQ brand. • Retention of key funding. • Member satisfaction (as measured by annual NPS survey).
<p>Other</p> <ul style="list-style-type: none"> • Support the Board in all matters of policy, advocacy and strategy, providing key performance and compliance reports to relevant Board Committee and full Board meetings. Attend Board meetings to report on the management of FDCQ. • Requirement to travel to meet the requirements of the position, including to regional communities. • Requirement to work evenings and weekends to attend various FDCQ related and other events. • This Position Description to be reviewed annually as part of a Performance and Development Review. 	

Experience/Qualifications	
Essential <ul style="list-style-type: none"> • Business degree and/or significant evidence of ongoing professional development. • Knowledge of the early education sector. • Significant demonstration of effective leadership skills across a broad area of responsibility. • Excellent communication capability, including representing the organisation, board communications, internal communication, and stakeholder engagement. • Financial acumen essential, including cashflow forecasts, budgeting, financial analysis. • Experience in organisational governance, risk and compliance. • Exposure to collaborating with regional communities and indigenous people. • IT and digital capability to inform business process efficiency and capture of important intellectual property. • Entrepreneurial flare to identify alternative revenue streams. • The incumbent must also possess: <ul style="list-style-type: none"> ○ 'C class' driver's license and a registered roadworthy vehicle. ○ Current Suitability for Child Related Employment card or eligibility to obtain one. ○ Ability to work outside normal hours ○ Be agreeable to obtaining a criminal history check and insolvency searches. 	
Desirable <ul style="list-style-type: none"> • Existing relevant Queensland government and corporate relationships. • AICD qualification. 	

Direct Reports	
<ul style="list-style-type: none"> • Relations and Sector Development Manager • General Manager Enhance • IHC Support Agency Manager • General Manager Finance and Corporate Services • Executive Assistant 	

Key Relationships	
Internal	<ul style="list-style-type: none"> • Direct Reports • Board of Directors • All FDCQ staff, volunteers, contractors, educators, families and children
External	<ul style="list-style-type: none"> • Members • Queensland State Government • Federal State Government • Educators • Approved Providers and Services • Industry and peak bodies • Universities and RTOs

Position Description – Chief Executive Officer

Role Description Approved By	FDCQ Board
Date	3 April 2025