|  **Overview**  |
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| **Position title** | Director |
| **Location** |  |
| **Employment details**  | ☐ Full-Time | ☐ Part-time | ☐ Casual | ☐ Contractor |

| **Position Description** |
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| The Director holds full accountability for the day-to-day administration of Busy Home Solutions and its operations. The Director plays a pivotal role in establishing Busy Home Solutions as the preferred NDIS provider, securing its long-term viability through service growth and sustainability. This involves proactively managing financial and operational risks, and maintaining communication with participants, representatives, stakeholders and the broader community. The Director also ensures that Busy Home Solutions maintains NDIS provider registration, engages with the community to stay informed about sector-related issues, and actively pursues opportunities to expand service delivery in alignment with the agreed-upon strategic direction.  |

| **Responsibilities and Duties**  |
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| * Provide supervision and leadership as a team leader to achieve outcomes for Scheme participants in line with operational requirements.
* Promote a supportive and positive working environment.
* Promote workplace practices consistent with policy and in accordance with Australian Public Service values and leadership behaviours.
* Conduct planning conversations and risk assessments and make reasonable and necessary decisions in accordance with the NDIS Act 2013.
* Provide participants and representatives with information and support to identify their goals and aspirations.
* Work with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by the NDIS.
* Maximize participant outcomes in a manner consistent with NDIS policy, practice standards and participant plans.
* Liaise and work cooperatively with stakeholders including providers to ensure successful implementation of the plan.
* Undertake plan reviews.
* Represent the business and contribute to building inclusive communities through partnership and collaboration with individuals and families/carers, local organisations and the broader community.
* Undertake quality reviews in relation to internal quality assurance and continuous improvement processes.
* Ensure high quality record keeping including competency with IT systems.
* Lead strategic planning and business opportunities, risk management, program operations, consumer demand and continuous quality improvement and compliance with the NDIS practice standards.
* Ensure service delivery is compliant with care service governance requirements, risk management policies and business sustainability.
* Ensure accurate reporting against responsibilities, and ensure achievement of organizational budget, data requirements and service agreements.
* Ensure compliance with all relevant legislation, regulations, standards, and policies.
* Lead continuous process improvement of operational systems, procedures and policies, information flow and organizational planning.
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| **Knowledge and skills** |
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| * Positive contemporary attitudes to people with disability.
* Understanding and knowledge of disability and its impact on individuals.
* Experience with supporting people with a disability to maximise participation in the community.
* Highly developed interpersonal, communication and negotiation skills with a demonstrated ability to engage effectively with staff, local communities, stakeholders and at all levels of government
* Business Development, Financial and Risk management skills (desirable)
* Proven ability to build organisational culture and to manage people and change (desirable)
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| **Qualifications/Experience** |
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| * Passport and Driver’s Licence.
* Working with Children Check and NDISWC.
* Police check.
* Completion of the NDIS Worker Orientation Program and Supporting People to Stay Infection Free module.
* Business Management course (desirable)
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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_\_