**Role Description**

**Deputy Chief Executive Officer**

**Organisation General Information**  
The Pacific Disability Forum (PDF) is a regional peak body that works in partnership with Disabled Persons Organisations in the Pacific region. Our aim is to build the capacity of these organisations and improve the lives of persons with disabilities in the Pacific through advocacy.

**Objective**  
The Deputy Chief Executive Officer is responsible for supporting the CEO’s delivery of all PDF activities, and particularly including Program management and monitoring and evaluation for the Pacific Disability Forum.

**Outcomes**

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| **Organisational Stakeholders** |
| Deputy CEO outcomes include:  **1. Support to the CEO**  • PDF represented in public forums  • Relevant internal and external meetings led and/or attend as required by the CEO  • Leadership and contribution to the development of disability policy and practice  • Documents for funding opportunities researched and prepared  • Input provided into CEO's Board reports  **2. Manage and lead the Program function:**  • Assistance provided in preparing project / programme development  • Cohesive leadership to Program managers/officers provided  • Programs are implemented as proposed and meet target objectives  • Internal Program budgets developed and managed  • Support and learning opportunities for staff provided  • Donor and PDF policy management is compliant  • Program reports for Board and Donors are timely and complete  **3. Oversight of monitoring and evaluation of Programs provided**  **4. Management of member and stakeholder support provided**  • Support provided to members, with accurate and timely advice and information  • A database of current information, research, projects, initiatives maintained  • Advocacy is led and supported  **5. PDF image and value standards demonstrated at all times** |

**Responsibilities - Critical Competencies**

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| **Competence** | **Description** |
| **Business** | |
| Strategic Development | Translate the strategic direction into action-oriented strategies and plans. |
| Business Performance | Establish performance management measures managing adjustments and variations |
| Planning | Develop long term operational or business plans. |
| Resource Management | Ensure organisational success by managing the resources while considering priorities, barriers and obstacles. |
| Information Analysis | Evaluate options and make decisions / recommendations based on information provided. |
| Documentation | Present information in a report that explores the links between the issues and draws conclusions. |
| Communication | Adapt communication techniques to suit different audiences, handle complex and /or sensitive topics. |
| **Customer** | |
| Promotion | Promote products/services by demonstrating the benefits of these to the customer |
| Relationship Building | Build long-term relationships working as a trusted advisor. |
| Quality Focus | Create an environment where staff are empowered and proud of the quality of their work. |
| Organisational Values | Create a culture that fosters high value standards. |
| **People** | |
| Leadership | Involve the work groups in developing and delivering on the performance objectives while sharing ownership of the accountabilities. |
| Team Orientation | Create an environment that values fairness, cooperation, trust, and group identity. |
| Facilitation | Ensure work delegated is completed in an effective and timely manner, accepts accountability. |
| Problem Solving | Develop and prioritise a course of action to satisfy a set of conflicting objectives or agendas. |
| Negotiation | Lead a negotiation, focusing on the outcomes and needs of each party and building common ground. |
| Self-Management | Monitor your performance by tracking critical steps, monitoring progress and making necessary adjustments. |
| **Professional** | |
| Technical Strength | Analyse a problem and develop the solution using standard procedures and methods – technical specialist. |
| Research | Establish a research plan/brief incorporating the research methodologies, limitations and implications of the results. |

**Qualifications**

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| **Qualification** | **Discipline** |  |
| **Desirable** | | |
| Higher Degree incl. Post Grad Cert or Dip | Public Administration, Disability Policy, Advocacy/Communications or equivalent |  |
| **Preferred** | | |
| Degree | Humanities / Social Science |  |

**Work Knowledge and Experience**

* Proficiency in the use of computers, software applications - MS Word, Excel, database packages etc.
* Experience in monitoring and evaluation of programmes
* Fluency in oral and written English
* Considerable professional experience in programme management in the public or private sectors
* Professional experience in the disability sector
* Demonstrated experience in a representational role

**Requirements**

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| **Language Proficiency** |
| Excellent command of English |
| Strong written and spoken English language proficiency |

**Interactions**

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| **Interaction** |  |
| **Internal** | |
| Chief Executive Officer |  |
| Employees |  |
| Manager Human Resources |  |
| **External** | |
| Board Members |  |
| NGO’s / CSO’s |  |
| Stakeholders |  |
| Contractors |  |
| Donors |  |
| Government Officials |  |
| Industry Associations |  |
| Media |  |
| Members and advocacy groups |  |
| Peak bodies |  |
| Regulators |  |

**Attributes**

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| **Behavioural Styles** | |
| Accountable | Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal. |
| Integrity | Adherence to moral and ethical principles; soundness of moral character; honesty. |
| Reliable | Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work. |
| Achiever | Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment. |
| Experimenter | Tries out new procedures, ideas or activities. |
| **Interpersonal Styles** | |
| Perceptive | Shows keen insight and understanding of issues or situations. |
| Realistic | Shows concern for facts and reality, rejecting the impractical. |
| Self Sufficient and Assured | Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities |
| Team Oriented | Enjoys being with others as part of a group or team. |
| Objective | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |
| **Thinking Styles** | |
| Analytic | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems. |
| Holistic thinker | Considers issues/situations as a whole rather than analysing or dissecting the parts. |
| Initiative | Takes action and makes decisions without the help or advice of other people. |
| Decisive | Reaches conclusions, promptly and firmly. |
| Well Organized | Controls tasks in a well thought out and critical manner |
| Numerate | Shows abilities in quantitative thought and expression. |