



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

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

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

Qualification

Discipline

Desirable

Higher Degree incl. Post Grad Cert or Dip	Public Administration, Disability Policy, Advocacy/Communications or equivalent
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Preferred

Degree	Humanities / Social Science
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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

Language Proficiency

Excellent command of English

Strong written and spoken English language proficiency



Interactions

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

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.
