



# **WATERMARK SEARCH INTERNATIONAL CANDIDATE BRIEF**

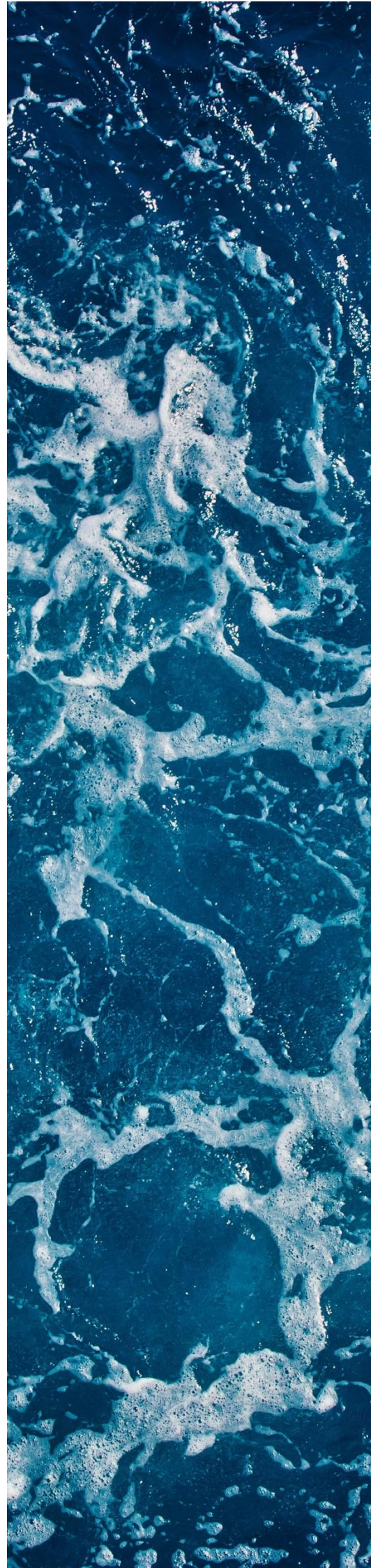
**Chief Executive Officer**

**Woodville Alliance**

May 2025



Presented by Watermark Search International.  
Trusted for over 40 years, focused on the future.



# About Woodville Alliance

## Woodville Alliance is Mission-Driven and Purpose-Led

For over 40 years, Woodville Alliance has been a passionate advocate for the people and communities of Western Sydney.

We deliver a range of community, disability, and childcare services designed to strengthen the wellbeing, resilience, and independence of young children, families, local communities, and people with disability.

Our work is grounded in collaboration, inclusion, and respect for all. With a strong focus on genuine connections, fairness, and social justice, we are committed to enhancing the quality of life for everyone we support.

We are dedicated to upholding the highest standards of care and integrity in everything we do. Guided by our Client Charter, we work closely with our community to ensure every individual receives respectful, reliable, and empowering support. Together, we build relationships based on trust, compassion, and mutual respect, creating a stronger and more inclusive community.

We partner with our community to promote social cohesion and resilience. By eliminating barriers to participation and advocating for equality, we help create spaces where everyone can thrive.

Our commitment to delivering tailored services, programs, and events is matched by our dedication to raising awareness and speaking out for those who need it most. With your involvement, we can continue to make a meaningful difference in Western Sydney.

## Disability and NDIS Support

As a registered NDIS provider, Woodville Alliance is committed to enhancing the quality of life for all. Our comprehensive disability support services are tailored to meet the unique needs of individuals, empowering them to live independently and participate in their community. Our services include:

- Social Events and Activities
- Group and Centre-based Activities
- Daily Living and Life Skill Development
- Support Coordination
- Supported Independent Living
- Short Respite Holidays
- In Home Support

## Child, Youth and Community Support

Our child, youth, family and community services support individuals and families through tailored programs that promote social inclusion, health, and wellbeing. Our services includes:

- Community Hubs
- Outreach Services
- Casework
- Parenting Groups
- Playgroups
- Kids Programs
- Group Programs

## Early Learning Centre

Woodville Alliance's Early Learning service provides a safe, stimulating environment where children can learn, grow, and thrive. We are committed to laying a strong foundation for lifelong learning, with a focus on development, creativity, and social skills. Our services include:

- Qualified Educators
- Specially Designed Teaching Materials
- Quality Long Day Care and Education
- Holistic Curriculum

## Values



### Compassion

We act with care and empathy



### Connection

We ask and listen, to learn and understand



### Diversity

We acknowledge and include everyone



### Social Justice

We are passionate about equality



### Brave

We are confident and courageous

## Code of Conduct

Our Code of Conduct is built on our Vision and is a reflection of our Values in action. It is our promise to hold ourselves to the highest possible standard in decision making, actions and behaviour.



### Client first



### Child Safe



### Leadership



### Act With Integrity



### Respect



### Health, Safety and Wellbeing



### Speak Up

The latest Annual Report is available to view here: [Annual Report - Woodville Alliance](#)

# Role Summary

## Position

Chief Executive Officer

## Responsible To

The Board through the Chair of the Board

## Role Purpose

The Chief Executive Officer (CEO) will be committed to the Mission and Values of Woodville Alliance and have the strategic capacity, operational drive and passion to lead staff, inspire stakeholders and support the Board in defining and developing the strategy to deliver sustainable services and increase equity and wellbeing for community members. As an experienced strategic leader, the CEO will bring their business acumen, balanced with a strong sense of social justice, enabling Woodville Alliance to attract and retain professional committed staff who work together to achieve sustainable growth and build a responsive and innovative culture which consistently demonstrates sound governance, quality and respect. Most importantly the CEO will lead with care and respect for clients that Woodville Alliance serves while seeking to scale up the service to meet future client demand.

## Essential Qualities and Skills

- A strategic senior leader with experience in providing inspirational leadership within the health/ community/ Not for Profit sector with exemplary strategic, financial, operational and people management skills.
- Demonstrated ability to facilitate strong working relationships between the CEO, Executive and Board of Directors.
- Strength in developing and maintaining collaborative partnerships and stakeholder relationships.
- Demonstrated experience in leading change and building organisational capacity to ensure sustainable services in a dynamic environment.
- Experience in managing a diverse portfolio of services, programs and projects within a values driven organisation leading co design and service improvement.
- Highly skilled in utilising data and information to inform operational and strategic decision-making, assess and mitigate risk, and identify opportunity and challenges for Woodville Alliance.
- An understanding of the political environment and current issues affecting relevant government programs and the community sector in particular.
- Familiarity with digital tools and innovations that can improve service delivery, enhance operational efficiency, or increase client access to services.
- Highly developed interpersonal skills, including strong skills in negotiation and consultation.
- A resilient CEO who can manage setbacks, pivot when necessary, and stay focused on the organisation's goals.
- Exceptional written and verbal communication skills with ability to influence at the highest level. Confident public speaking and presentation style.
- Financial and business skills and acumen with extensive experience in the preparation of budgets, business plans and funding submissions.

## Key Responsibilities

- Provide vision and leadership in the development, implementation and evaluation of the Woodville Alliance Strategic and Operational Plans in conjunction with the Board, staff and key stakeholders
- Provide strong and effective leadership that fosters a safe and harmonious workplace and builds a positive culture in line with Woodville Alliance Vision and Values.
- Provide high level advice to the Board on all key responsibility areas including analysis risk as well as of the political and economic environment as it relates to Woodville Alliance and the communities that it serves
- With the support of the Board and key stakeholders advocate for Woodville Alliance's strategic objectives at local, state and federal government levels
- Represent Woodville Alliance as its public face and build key strategic relationships and organisational reputation across Western Sydney, and other areas as nominated, including within government, sector based and other relevant settings.
- Lead the management of the total operations of Woodville Alliance, ensuring the integration of all functions and activities for the effective delivery of services and programs in line with the operational plan and budgets to comply with relevant governance systems, contracts and funding agreements.
- Lead the development of innovative positions and responses to new initiatives and government policies to advance Woodville Alliance's Vision and Values.
- Ensure that the service agreement and funding process with Government Departments and other funders are managed.
- Oversee all financial processes to ensure reporting obligations and budgetary goals are met and organisational viability is sustained.



## Accountabilities

Key Results Area (Outputs of the job, why is it done?)	Major Activities (What is done and how?)	Outcome Measurement (How will quantity, quality, timeliness or cost be measured?)
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Manage implementation of the Strategic Plan.</li> <li>• Drive annual and long-term planning processes.</li> <li>• Explore new business opportunities, funding and income generation avenues including scaling up growth.</li> </ul>	<ul style="list-style-type: none"> <li>• A strategic plan developed every three years.</li> <li>• Strategies are facilitated to deliver on identified strategic outcomes.</li> <li>• Regular reporting to the Board against the Strategic Plan.</li> </ul>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>• Oversee standards and quality in the delivery of services and programs.</li> <li>• Direct human and organisational resources to optimise programs and oversee program development consistent with the Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Services and programs are delivered to a high standard and reported against.</li> <li>• Woodville Alliance continues to meet relevant accreditations.</li> </ul>
<b>Board Relationship Management</b>	<ul style="list-style-type: none"> <li>• Maintain positive relationships and communicate effectively with the Board.</li> <li>• Develop an effective risk management and reporting framework that will ensure risks are aligned with the Board's risk appetite.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong and effective communication and relationship management with the Chair of the Board.</li> <li>• Timely and relevant reporting to the Board formally and informally as required.</li> <li>• Operational and reputational risk reported and managed.</li> <li>• Compliance with all legislative and regulatory requirements of the NDIS, ACNC and other relevant authorities.</li> </ul>
<b>External relationship management</b>	<ul style="list-style-type: none"> <li>• Build business and community engagement on community issues.</li> <li>• Exercise effective representation, strategic communication and advocacy through media, community engagement and public forums on issues of social equity and access that Woodville Alliance is seeking to impact.</li> <li>• Develop, deliver and evaluate a sound partnership strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Identification and development of opportunities for sustainable growth.</li> <li>• Participation of community and business members in decision making and service review.</li> <li>• Manage delegations to staff for partnership and networking for Woodville Alliance.</li> </ul>

<b>People and Culture</b>	<ul style="list-style-type: none"> <li>• Drive implementation, monitoring and review of staffing policies, practices and performance management.</li> <li>• Maintain appropriate organisational structure with clear delegations and accountabilities.</li> <li>• Promote an organisational culture of learning, communication problem solving and adaptability.</li> <li>• Ensure that all staff, students and volunteers understand and respect the Vision and Values of Woodville Alliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support and professional development to staff to enable them to increase decision making and accountability.</li> <li>• Provide leadership on social justice and equity, Reconciliation Action Planning cultural diversity issues, disability awareness.</li> <li>• Ensure staff are trained and monitored to ensure regulatory compliance.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Lead strategic financial decision making.</li> <li>• Ensure budgetary goals are met.</li> <li>• Ensure finances are monitored and managed to an exceptionally high standard.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO ensure financial systems support informed financial decision making throughout Woodville Alliance.</li> <li>• Organisational financial sustainability in line with agreed targets determined in collaboration with the Board.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Ensure service targets are achieved.</li> <li>• Ensure compliance and accountability under all Acts and legislation as they pertain to Woodville Alliance.</li> <li>• Support the board to meet all governance framework requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• All Funding and Service Agreements financial and other reporting requirements are met.</li> <li>• Compliance with relevant legislation and Acts.</li> <li>• System implementation and reporting.</li> </ul>

## Other Relevant Information

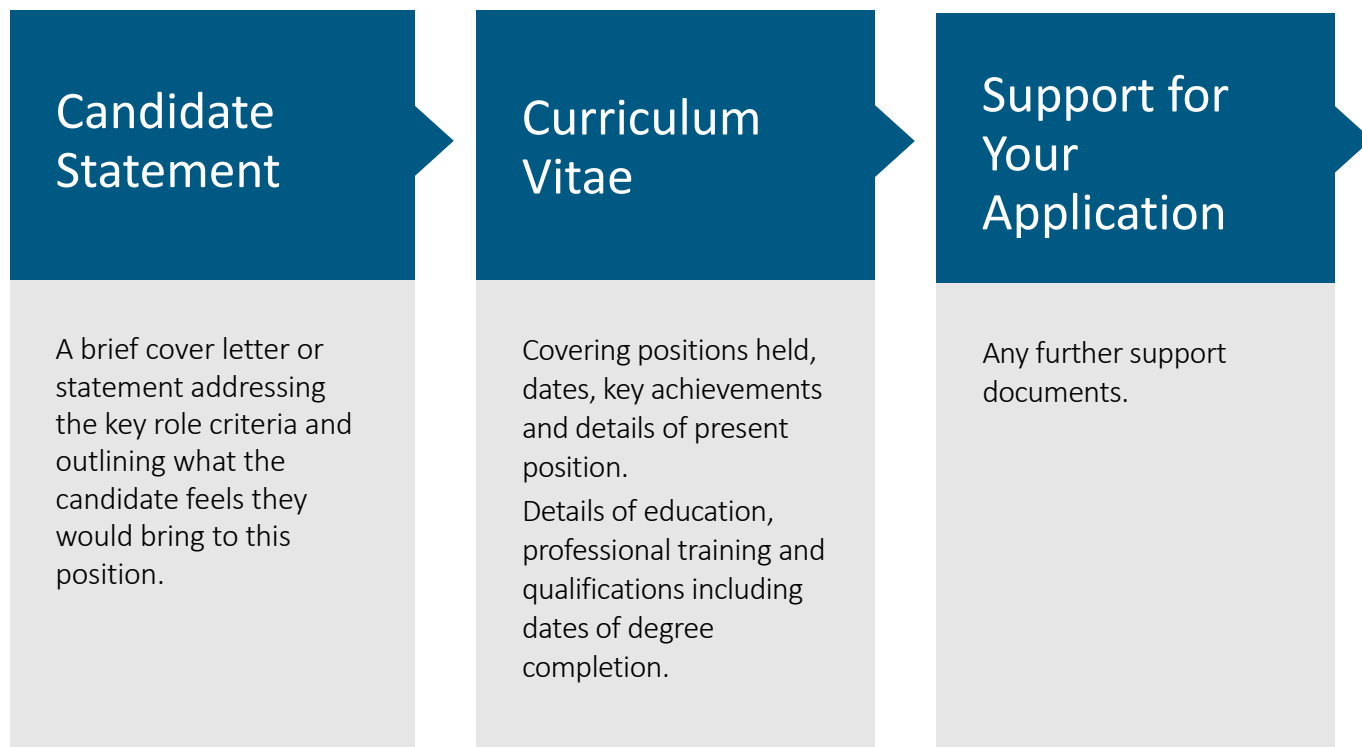
### Requirements

- You are required to have a current driver's licence.
- If you are successful in this job application, you will be required to fill out a Pre-existing Injury/Disease Declaration Form.
- You may be required to undergo a pre-employment medical check.
- You will be required to undergo a Police check and a Working with Children check.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. Probation management will be for a six-month period following commencement of employment and then performance development discussions will be formally held on an annual basis.

## How to Apply

An executive search is being undertaken by Watermark alongside the public advertisement.

Applications for the position will need to include the following:



For a confidential discussion please call Alison Myatt of Watermark Search International who are leading the search on behalf of Woodville Alliance.

**Daniel Nicholls**

Partner, Executive Search  
02 9233 1200

**Claire Crawford**

Partner, Executive Search  
02 9233 1200

**Alison Myatt**

Head of Research  
0412 630 817

**Georgina Southwell**

Project Administrator  
02 9239 1223

Please send your application quoting **Ref No A005981** to Watermark Search International [via this link](#).

We will reply to the email address used for your application.

**Closing date: Wednesday 11 June 2025 at 11:59pm AEST**



## Contact Us

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