

POSITION DESCRIPTION: Operations Leader

About ADL	
Vision - the ambitious future state we are working towards	Empowering young people to live connected and meaningful lives.
Treaty Commitment - how we express our commitment as a Treaty partner	ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.
Mission - how we work to realise our Vision and Treaty Commitment, our unique contribution	ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services.
Purpose - the reason we exist, the measurable difference we want to see realised in young people's lives	<p>ADL's purpose, for the young people we are invited to work with, is to:</p> <ol style="list-style-type: none"> 1. Increase their psychological well-being 2. Ensure they have more resources to live a resilient, meaningful life 3. Optimise our resources so that as many young people as possible have free, timely access to skilled practitioners who are well trained, resourced and supported in best practice service delivery. 4. Resource their whānau to support them to respond to life events with resiliency. <p>Additionally, ADL will:</p> <ol style="list-style-type: none"> 5. Resource communities to support their young people to respond to life events with resiliency. 6. Contribute positively to the sector so those working with young people and their whānau have the skills, training opportunities, knowledge, and attitudes to support positive change.
Our Kaupapa: - our values, how we go about all that we do, what is important to us	<p><i>Tika and Excellence</i> "Doing what's right, and just, and doing it well"</p> <p><i>Mauri and Dignity Enhancing</i> "Actively holding hope and vision for the future, everyone is valued and valuable"</p> <p><i>Kia tina and Adventure</i> "Having big dreams and going for them"</p> <p><i>Kotahitanga and Relationship</i> "Journeying together, doing it with heart"</p>

Position Purpose

ADL is a growing, dynamic organisation which as a funded provider of mental health services for young people and their whānau and a registered charity involves a wide range of stakeholders.

The Operations Leader will form part of the Executive Leadership Team (ELT) and will be responsible for co-ordinating the operational aspects of the organisation. Within this the role will also have direct responsibility for:

- Health & safety

- Risk Management
- Emergency Management
- Asset Management, care and protection
- Procurement

As a member of ELT the Operations Leader will also function as ADL's Privacy Officer.

All staff should ensure that interactions with other staff, clients, their whānau, and other stakeholders and partners are engaging and respectful and provide services that reflect ADL's te Titiri o Waitangi commitments.

Reports to:	Chief Executive
Direct Reports:	Executive Administrator
Location:	Dunedin

Position Responsibilities

Executive Leadership

Executive Leadership Role	<ol style="list-style-type: none"> 1. Participates in the Executive team meetings and their strategic planning and implementation processes. 2. Works closely with the Chief Executive and other ELT members to understand and implement key business requirements operationally. 3. Undertakes Special Projects as skills and experience indicate. 4. Leads regular Operations Leadership Team meeting 5. Supports the Chief Executive and other ELT members to implement the principles of Te Tiriti O Waitangi in all areas of the organisation
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Organisational Policy Development and Management	<ol style="list-style-type: none"> 1. Ensures ADL has comprehensive and effective suites of policies that are understood by and followed by staff. 2. Works with the relevant policy owners to ensure all reviews are undertaken on a timely basis. <p>Works with ELT to establish a compliance register is fit for purpose, up to date and provided assurance that ADL is meeting all relevant legal and contractual requirements.</p>
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Privacy Officer	<p>Assumes role as ADL's privacy Officer in compliance with the Privacy Act 2020 [Act] and the Health Information Privacy Code [Code], and as such ensures ADL complies with its obligations under the Act and Code. , including:</p> <p>Ensures there is effective reporting on the performance of ADL's Privacy System.</p>
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Health & Safety, Risk Management

Health & Safety	<p>Provides strategic leadership, development and practical implementation of the health & safety functions of the organisation.</p> <ol style="list-style-type: none"> 1. Ensure ADL gives effect to ADL's H&S System. 2. Works closely with H&S Reps Journeys & Activities Leader and ADL Leadership to effectively carry out their H&S responsibilities. 3. Maintains up-to-date understanding of HSW best practice, industry best practice, legislation and current issues. 4. Ensures there is effective reporting on the performance of the Health and safety systems to all key stakeholders including the Board, ELT, ADL Staff
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	5. Oversees Management of H&S Risks, Hazards, Incidents and Accidents
Risk Management	<ol style="list-style-type: none"> 1. Provides strategic leadership, development and practical implementation ADL's Risk Management System and any related organisational and governance reporting. 2. Responsible for ADL's Business Continuity Plan and any related organisational and governance reporting. 3. Responsible for ADL's Emergency Management Plan and any related organisational and governance reporting. 4. Undertakes specified roles within info sec policy.
Asset Management, Care and Protection	
Buildings	<p>Ensures:</p> <ol style="list-style-type: none"> 1. ADL teams are supported with access to fit-for-purpose, cost effective and safe premises to undertake their work with young people. 2. All premises relationships are supported by appropriate contractual arrangements and ADL meets all its obligations under those (rental, long-term lease, and service/maintenance/supplier contracts). 3. Ensures effective and positive working relationships with all landlords, building owners, and contractors <p>Where the building is owned/managed on behalf of the trust:</p> <ol style="list-style-type: none"> 1. Oversee maintenance and care program. 2. Budget approver for expenditure. <p>Where the building is leased:</p> <ol style="list-style-type: none"> 1. Negotiate new long-term leases and lease renewals 2. Oversees ADL's leases for long-term and room hire rentals 3. Budget approver <p>Leads building projects including fitouts, renovations and securing new premises via lease or purchase.</p>
Vehicles	<p>Ensures ADL teams are supported with a fleet of vehicles that is appropriately sized and configured, fit for purpose, cost-effective and safe.</p> <ol style="list-style-type: none"> 1. Arranges the purchase and sale of all ADL vehicles. 2. Oversees the maintenance program for all vehicles and sign off on the regular vehicle check processes, including monitoring of vehicles in the care of clinicians (e.g. CL). 3. Manages the supplier relationships with all providers involved in the vehicle maintenance program. 4. Functions as the budget approver for all vehicle-related cost lines.
General	<p>Oversees the asset registers of the organisation.</p> <ol style="list-style-type: none"> 1. IT (Managed by IT Specialist) 2. Office Equipment 3. Outdoor equipment (Managed by the Activity Specialist)

	Insurance Program <ol style="list-style-type: none"> 1. Lead the insurance review and renewal process. 2. Manage all claims
Commercial and Procurement	
Commercial	<ol style="list-style-type: none"> 1. Responsibility to ensure all supplier and customer contracts meet current best practice and ADL's commercial agreements policy. 2. Supports the administrators in the negotiation of terms and conditions for particular purchases. 3. Sets up and oversee systems to ensure ADL's compliance with any requirements under our supplier and funder agreements. 4. Ensures the organisation has commercial practices and documentation that are fit for purpose and used effectively by staff. 5. Primary responsibility for maintaining and developing all non-funder commercial relationships for example but not limited to <ol style="list-style-type: none"> i. Landlord ii. Sub-tenants iii. Insurers iv. Professional advisors v. Service providers
Procurement	<ol style="list-style-type: none"> 1. Oversees the ADL procurement processes 2. Ensures that goods and services that the company requires are purchased in accord with ADL policy and in the most cost-effective and timely manner. 3. Leads or co-ordinates capex programs. 4. Regularly reviews ADL's purchasing terms with key suppliers to ensure that our requirements are purchased at the most effective mix of supply, cost, quality and standard of service.

Key Relationships	
Internal	External
<ul style="list-style-type: none"> - CE - ELT - Boards of ADL and ADL Trust - Finance Team - Ngā Hononga Team Members - Service Leaders - ADL Staff 	<ul style="list-style-type: none"> - Suppliers - Landlords - Relevant outside organisation and service providers - Relevant Government Departments or organisations e.g. Worksafe, Privacy commission

Person Specifications		
Requirement	Essential	Preferred
Technical skills	<ul style="list-style-type: none"> • High skill level in the Microsoft Office suite in particular Word, Excel, Outlook. • Strong understanding of IT capability and deployment 	

Education and Experience	<ul style="list-style-type: none"> • Strong track record in identifying and successfully implementing systems or processes which deliver positive outcomes for the organisation • Proven experience in health, safety, and organisational resilience leadership • In-depth understanding of New Zealand's regulatory environment • Experience in standards-driven risk management processes. • Strong understanding of NZ health and safety legislation • Project management 	<ul style="list-style-type: none"> • Tertiary qualified in a field relevant to the position. • Experience in a health services and/or Not for Profit environment. • A proven history of effective team leadership.
Personal Attributes	<ul style="list-style-type: none"> • Commitment to Te Tiriti o Waitangi and understanding of equity in relation to Māori. • Commercially astute with strong problem solving and negotiations skills • Proven ability to work effectively and independently and as part of a multidisciplinary team. • Excellent verbal, listening and written communication skills. • Open to change and willing to adopt, initiate and lead change within the overall development of services. • Can set goals for themselves and implement, plan, and process the steps to achieve these. • Responsible, organized, self-disciplined, reliable, energetic and productive. • Forward looking perspective that allows for contingencies and evolving situations. • Commitment to clear and effective documentation of essential business information. 	<ul style="list-style-type: none"> • Gains personal fulfilment from being an integral part of an organisation that improves the lives of young people.

	<ul style="list-style-type: none"> • Has a strong continuous improvement approach and utilises best-practice and evidence-based approaches in all aspects of work. • Commitment to engage proactively in their own and their wider team's cultural competency. 	
The way we work (expected behaviours)	<p>Stewardship of resources We endeavour to make the most effective use of the resources available to us while at work, be they financial, material, time, environmental, relationships. We take the view that, to the best of our ability, these resources should be used to maximise the benefit to the young people we work with, their whānau and the communities they and we live in.</p> <p>The wellbeing of ourselves and others We will ensure that our actions while at work enhance our own wellbeing and that of others.</p> <p>Diversity, discrimination, and stigmatisation We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the workplace, with our clients and their whānau and in our communities.</p> <p>Integrity We will ensure that our behaviour while at work would always bear the scrutiny of others. In situations where we are unsure about the right thing to do or we think we may have a conflict of interest, we will ask and seek guidance. If we see someone else behaving in a way does not line up with our values we will not ignore it but address it with them and someone else if necessary.</p> <p>Connection, relationship, and trust We place high value on relationships and will work to ensure that they are healthy and supportive. We know that trust needs to be cultivated and commit ourselves to this. We also understand that there are circumstances where confidentiality must be upheld.</p>	

Health & Safety

ADL believes the engagement of all team members in Health and Safety management is essential for good Health and Safety practice. All ADL team members will demonstrate their commitment to Health and Safety by:

- Ensuring their own Health and Safety and that of others around them
- Being actively involved in the management of hazards and risks their position might be exposed to
- Participating in all Health and Safety initiatives that apply to their position, and any other initiatives of interest
- With appropriate support and/or training provide suggestions and solutions for the improvement of Health and Safety practices at ADL.

Cultural Competency

ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.

All ADL team members will demonstrate this by:

- Engaging in ongoing development of their cultural competency using the Takarangi Competency Framework
- Committing to professional development, formal and informal to support continuous improvement
- Supporting ADL as a culturally safe place for our clients and their whānau, and our colleagues
- Actively participating in cultural supervision.

(i) any other duties as may be reasonably required by us from time to time.

Print Name:.....

Signature:..... Date: / /

On Behalf of ADL:

Print Name:.....

Signature:.....Date: / /