

# POSITION DESCRIPTION

## Head of Wellbeing, Culture and Performance

|                                    |  |                              |  |
|------------------------------------|--|------------------------------|--|
| <b>Essential Qualification(s):</b> | Post-graduate degree in social work, psychology and/or counselling | <b>Essential licence(s):</b> | Open Queensland driver's licence<br>Ability to obtain Positive Blue Card and Working with Children Check |
| <b>Classification:</b>             | Non-Award, Salary  | <b>Location:</b>             | Central Office   |
| <b>Tenure/Status:</b>              | Permanent, Full-time   | <b>Reporting to:</b>         | General Manager – Operations and Corporate Services  |

### AEIOU Foundation

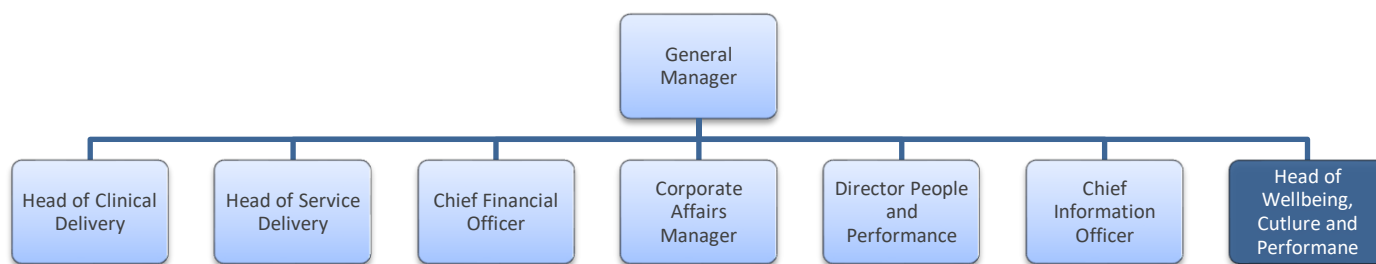
AEIOU Foundation's evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

Our program is designed for children aged 2 to 6 years who have moderate to severe needs. Our curriculum, which meets international standards, is delivered by a transdisciplinary team of qualified therapists and educators, with a high staff-to-child ratio.

AEIOU Foundation is proud to employ highly qualified and experienced staff across our centres and we are committed to maintaining and improving skills and knowledge through a rigorous professional development program.



## Reporting Relationships



### Position Purpose

The purpose of Head of Wellbeing, Culture and Performance will imagine, create and lead a way of working within AEIOU that grows a culture of wellbeing and drives performance. This will include using reflective practice principles that nurture teams and individuals to become accountable for their actions and the delivery of exceptional client outcomes. The role will be integral in the realisation of our vision of all children with autism leading their best lives.

### Introduction

A number of frameworks and standards express the organisations expectations of the conduct, capability, participation and the program of works. These are listed below:

- AEIOU Strategic Blueprint
  - Corporate Business Plan
  - Staff Code of Conduct
  - Workforce Strategic Plan
  - AEIOU Behaviour Framework
- NDIS Quality Indicators:
- 11 - Governance and Operational Management
  - 12 – Risk Management
  - 15 – Feedback and Complaints Management
  - 16 – Incident Management
  - 17 – Human Resources Management
  - 18 – Continuity of Supports
  - 57 – The Family

### Key Relationships

- Executive Leadership Team
- Centre Leadership Team
- Change Lead
- Senior Leadership Team
- Central Office Support Teams
- People and Performance Team
- Program Coordinator Team
- External Stakeholders (e.g. EAP provider)

### Key Duties

| Key Responsibility Area          | Responsibilities  |
|----------------------------------|---|
| <b>Organisational Leadership</b> | <ul style="list-style-type: none"> <li>• Lead innovation and business improvement reform through the development of organisational wellbeing strategies which respond to internal and external drivers impacting on staff engagement and satisfaction</li> <li>• Provide leadership through expert short-term and long-term strategy development advice and coaching whilst demonstrating foresight and environmental/organisational awareness</li> <li>• Provide insights, analysis and advice to the General Manager and Executive Management Team, and leadership teams to support decision making</li> <li>• Act as a professional role model and a credible resource by demonstrating and disseminating knowledge and expertise in wellbeing psychology</li> </ul> |

| Key Responsibility Area                                       | Responsibilities  |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Support a learning, change and innovation culture through wellbeing initiatives which values continuous improvement, on-going professional development, and promotes flexibility and access to learning opportunities</li> <li>• Build respectful, sustainable relationships</li> <li>• Build leadership capability</li> <li>• Work in partnership with HR team in managing at-risk employees</li> <li>• Work in partnership with HR/WHS in a hands-on approach in return-to-work programs and treatment where psychological health issues are involved</li> <li>• Demonstrated expertise in project methodology and strategy development with a focus on measured outcomes and benefits</li> <li>• Build leadership capability in a hands-on approach in return-to-work programs and treatment where psychological health issues are involved</li> </ul>  |
| <p><b>Planning and Organisational Culture Performance</b></p> | <ul style="list-style-type: none"> <li>• Lead organisational-wide and targeted centre projects which incorporate a proactive and innovative solution to addressing challenges and successfully contribute to AEIOU's overall vision and strategy</li> <li>• Deliver a measurement system and supporting framework/methodology that will support the case for change, outcomes, scope, roles and decision making and ensure organisational alignment in the design and execution of initiative efforts</li> <li>• Build / lead / embed a culture which is client focussed, respectful, values continuing professional development and enables team members to achieve excellence in the delivery of services.</li> <li>• Build importance of workplace psychological health and wellbeing initiatives as intrinsic to AEIOU's core business and values</li> <li>• Design and deliver bespoke workshops and courses relating to, but not limited to Mental Health 101, Stress Management, Resilience and Adapting to Change, Dealing with Conflict, Emotional Management, Mindfulness and High Performance</li> <li>• Develop and implement a reflective practice maturity framework</li> <li>• Responsible for wellbeing related communications by partnering with the Communications Team</li> <li>• Introduction of reflective work practices into AEIOU early intervention programs</li> <li>• Champion process, structures and tools to support the implementation of well-being initiatives.</li> </ul> |
| <p><b>Governance, Budgets</b></p>                             | <ul style="list-style-type: none"> <li>• Responsible for Wellbeing, Culture and Performance Program budgets – create, report on budget variances, and forecast actual expenses.</li> <li>• Responsible for Wellbeing program reports i.e., utilisation, statistics, and satisfaction</li> <li>• Responsible for the overall development of organisational policies and practices relating to staff wellbeing and development</li> </ul>   |

## Organisational responsibilities

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| <ul style="list-style-type: none"><li>• A commitment to meeting and exceeding AEIOU's vision and mission.</li><li>• Role model and embrace the organisation's values.</li><li>• To promote AEIOU to the broader community.</li><li>• Utilise AEIOU resources and equipment efficiently, economically and honestly.</li></ul> | <ul style="list-style-type: none"><li>• Ensure conduct reflects our commitment to a workplace that is inclusive and free from harassment.</li><li>• To comply with AEIOU policies and procedures at all times, including Workplace, Health and Safety directives and practices.</li></ul> |
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## Key Selection Criteria

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|--|---|
| <ul style="list-style-type: none"><li>• Post-graduate degree in social work, psychology and/or counselling</li><li>• Expertise in managing and resolving complex workplace and interpersonal issues.</li><li>• Substantial experience in transforming and creating client focused and healthy workplace cultures that align with company vision and values.</li><li>• Results orientated, focuses on transforming leadership self-knowledge and insight into action.</li></ul> | <ul style="list-style-type: none"><li>• Demonstrate highly developed interpersonal skills and proven ability to establish a strong, positive rapport with staff, families and external stakeholders.</li><li>• Demonstrated commitment to continuing professional and personal development.</li><li>• Experience in the not-for-profit, disability, education, community, childcare or health sector would be highly regarded.</li><li>• A working knowledge of the Microsoft Office suite of products.</li></ul> |
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