



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

<b>St 6I</b>	<b>THE GENERAL MANAGERS POSITION</b>
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<b>Applies to:</b>
<b>Specific responsibility:</b>

<b>Version: 1</b>
<b>Date approved: 5 Aug 2014</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

## POLICY STATEMENT

The Management Committee delegates day-to-day management of the organisation to the General Manager. Within guidelines set by the Management Committee, the General Manager has responsibility for management of the organisation.

Refer to *Policy: Structure - Organisational Chart: Responsibilities and Accountabilities* for specific detail.

## ROLES

### The General Manager

The General Manager will ensure the following:

- **Financial management:** That Jumbunna
  - has sufficient funds to carry out its core work and contracted obligations
  - operates within its allocated resources
  - maintains reserves to adequately cover its liabilities
  - remains financially solvent and viable over the longer term
- **Activities and services:** That Jumbunna
  - contracts only for activities and projects that are within its identified core aims and strategic directions
  - implements work programs that provide effective contribution to the achievement of Jumbunna's core aims and objectives.
- **Human resource management:** That Jumbunna:
  - is able to attract the level of skilled staff it requires
  - operates within current industrial relations legislation and within the terms of any contracts or agreements with staff
  - provides a safe and supportive working environment.

- **Asset protection:** That the assets of Jumbunna are well managed and maintained.
- **Communication and advice to the Management Committee:**  
That the Jumbunna Management Committee is provided with:
  - accurate information and well considered advice from staff
  - information on any risk or threat to the organisation and its interests.
- **Legal obligations:** That Jumbunna:
  - operates in compliance with the policies and procedures established by the Committee
  - acts in compliance with its legal obligations and within the law generally
  - does not become liable to legal action as a result of negligence by the General Manager or other staff.
- **Public profile:** That Jumbunna:
  - maintains a positive profile and reputation with other agencies and in the media
  - is respected for its competence and capacity to carry out its role.

The General Manager will address key management and operational issues following the direction and policies laid down by the Management Committee, including:

- Implementation of the Strategic Plan, including development of, and reporting against the Operational Plan (Quality Improvement Plan);
- Developing and implementing organisational strategies and making recommendations to the Management Committee, on significant strategic initiatives;
- Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff;
- Recruitment, management and supervision of staff, in conjunction with Program Managers;
- Developing the annual budget and managing day-to-day operations within the budget;
- Overseeing financial management of the organization, including approving expenditure within delegation and budget;
- Maintaining an effective risk management framework;
- Liaising with stakeholders;
- Keeping the Management Committee, and regulators informed about any developments with a material impact on the organisation's performance; and
- Managing day-to-day operations in accordance with agreed standards for social, ethical, and environmental practices.

## DOCUMENTATION

Documents related to this policy	
Related policies	Structure: Organisational Chart Board Structure Delegations
Forms, record keeping or other organisational documents	

<b>Policy Name:</b>	<b>The General Managers Position</b>	<b>Policy Number:</b>	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		

