

## SELECTION CRITERIA

### BACKGROUND

In November 2015 the then General Church Council (GCC) initiated a review that gave consideration to a national 'system' model for the governance and oversight of aged care facilities within the Lutheran Church of Australia. This was subsequently expanded to include Lutheran Community Service organisations.

A consultant was engaged in 2016 to lead the process, which included a one-on-one engagement with all of the participating organisations and two consultations/workshops.

The final report was submitted to GCC in February 2018 and contained 33 recommendations, all of them consistent with agreements supported by the participating organisations.

GCC accepted the report's recommendations and has committed resources to commence the initial phase of the Governance Enhancement Implementation Plan, which has been conducted until December 2019.

This position will support the finalisation of the initial Implementation Phase and support an ongoing program of Governance Enhancement in the Lutheran Aged Care and Community Services sector.

### SELECTION PROCESS

Applications are to be submitted to the LCA Executive Officer, Peter Schirmer ([peter.schirmer@lca.org.au](mailto:peter.schirmer@lca.org.au)) by close of business on **Friday, 29 November 2019**. Please contact Michael Dawson ([michael.dawson@lca.org.au](mailto:michael.dawson@lca.org.au)) if you require clarification in regard to the lodgement of the application.

The application will be required to respond to the selection criteria, outlined below, in addition to providing other information relevant to the demonstration of the applicant's ability to fulfil the role.

A selection panel will shortlist preferred applicants for an interview. It is anticipated the face to face interviews will take place by Friday, 13 December 2019 (but is subject to change).

The successful applicant will be informed by Friday, 20 December 2019.

## Selection Criteria

CRITERIA	EXPLANATORY NOTE
<b>Essential</b>	
<p>Proven leadership, collaboration, facilitation, negotiation and customer relationship skills</p> <p>A good understanding of aged care and community services including regulatory requirements, operational management and current governance responsibilities</p> <p>Relevant to a national network of Lutheran Aged and Community Services:</p>	<p>This position will be working with a network of over 20 Lutheran Aged Care and Community Services organisations of different sizes and structures and operating with a diverse range of governance arrangements, as well as with District Church Councils/Boards and the General Church Board.</p> <p>The role will involve a high degree of dialogue and engagement with leaders and governors from the participating organisations, supported by regular written communication</p>
Experience in drafting reader-friendly 'plain English' policy documents	The current Implementation Plan includes the development and dissemination of policy documents for use by the organisations. It is essential that they are fit for purpose and can be easily adopted and/or adapted to suit individual contexts.
Demonstrated ability to co-ordinate national meetings, national professional development activities and a peer-based national quality assurance process	The current and future Implementation Plans reflect agreements reached with the network of organisations to meet at least annually, improve governance and leadership capacity, and provide assurance to each other and the Church that governance standards are being met. The network operates professionally and therefore requires a coordinator who can work in a professional manner in these areas.
A good understanding of 'governance' and of 'quality assurance'	A key outcome of the governance enhancement process is greater confidence that all Lutheran Aged Care and Community Service organisations are sustainable and well governed. The coordinator must have an understanding of 'good governance', particularly in this sector, and how this is measured and assessed to provide assurance that quality 'good governance' is being practiced.
A good understanding of the Church's Ethos, culture and structures	The position works collaboratively with a wide range of ministry areas. It is therefore important the coordinator has an appreciation and sensitivity to the culture and values of the Church, and its governance structures.
Ability to manage the dual role of a national support officer who also has some responsibilities in assisting the national church in its oversight role	The position has two distinct but inter-related responsibilities: a support role, particularly to less-resourced organisations; and the management of the quality assurance process, which may involve the necessity to recommend action where agreed standards have not been met.
Computer literacy including internet based research and analysis skills	The coordinator will be required to access and analyse/assess up-to-date information and policies about governance for sharing among the organisations.

<b>Desirable</b>	
A good understanding of the operating context of small and/or isolated services	The majority of Lutheran Aged Care services are relatively small and/or in regional/rural areas. In many cases they don't have sufficient internal resources to address issues, or access to locally-based external support services.
Financial literacy	The coordinator should have some capacity to understand and interpret the financial results of the various organisations.