



Archdiocese
of Hobart

Position Description

Chief Executive Officer, St Joseph Affordable Homes Inc.

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Chief Executive Officer

ORGANISATIONAL OVERVIEW

About Us

Established in 2020, St Joseph Affordable Homes Incorporated is a building and construction social enterprise and is a work of the Catholic Archdiocese of Hobart ('the Archdiocese') and an expression of the social mission of the Church. Our organisation provides substantial and sustainable employment opportunities for young Tasmanians with barriers to employment and alleviates housing stress and homelessness.

We use extensive social and affordable housing construction programs to provide employment, in particular trade apprenticeships, for young Tasmanians. In addition to employment, we offer a range of coaching, mentoring and wellbeing support services to our apprentices and qualified trades to enable successful and fulfilling employment.

St Joseph Affordable Homes plays an important function in the construction of new social and affordable housing. St Joseph Affordable Homes' focus is on ensuring quality and timelines are met along with providing value for money to our clients.

The Archdiocese provides centralised business services that support St Joseph Affordable Homes' day to day work.

Our Vision

To improve individual, family, and community wellbeing for Tasmanians through alleviating housing stress and homelessness. Provide significant training and employment opportunities for young and vulnerable Tasmanians.

We pursue our vision by:

- Constructing high quality new and affordable housing stock.
- Collaborating with leading Tasmanian suppliers, contractors, and partners.
- Being the social and affordable housing construction provider of choice.
- Building the capacity, life skills and employment outcomes for young people.
- Delivering an in-house apprenticeship scheme.

Our Purpose

St Joseph Affordable Homes is a social enterprise which uses the building and construction of social and affordable homes to deliver on its purpose, which is as follows:

- Alleviate housing stress.
- Construct new social and affordable housing to the highest of standards.
- Employ young people as trade apprentices in an in-house apprenticeship scheme.
- Provide training and employment opportunities for young people.
- Provide holistic support and mentoring to young people to build life skills.
- To support the Catholic Church to advance its mission.

Our Guiding Principles

St Joseph Affordable Homes stands in the long tradition of Catholic service to people in need. The principles that guide St Joseph Affordable Homes are inspired by the life and ministry of Jesus Christ, guided by Catholic Social Teaching, and informed by the Archbishop.

POSITION CONTEXT

Agency:	St Joseph Affordable Homes
Location:	35 Tower Road, New Town
Reports To:	Executive Director – Administration & Finance, Catholic Archdiocese of Hobart
Version:	January 2025
Award:	Non-Award
Status:	Permanent Full-Time

Position Purpose

The Chief Executive Officer ('CEO') is an executive appointment within the Archdiocese and plays a fundamental role in the delivery of the Archbishops' Charter for the charitable services of the Catholic Church within Tasmania. The CEO works collectively with other Agency Heads to lead the advancement of the mission and vision of the Archdiocese through oversight, effective management, and operational delivery of St Joseph Affordable Homes' Strategic Plan. The position reports to the Executive Director– Administration & Finance, and reports to and is guided by the St Joseph Affordable Homes' Board for the delivery of strategic intents.

As an Agency of the Archdiocese there is a requirement to adhere to both civil and Canon law of the Catholic Church. The Archdiocese has a Diocesan Finance Council that assists the Archbishop in his role as steward and administrator of the temporal goods of the Archdiocese. The CEO will be required to follow and adhere to reporting requirements articulated in the Diocesan Finance Council Charter.

Direct Reports

The CEO has the following direct reports:

- Chief Operating Officer
- Operations Manager - Projects
- Construction Manager

KEY RESPONSIBILITIES

1. Governance and Stewardship

- Providing leadership and operational direction for the delivery of affordable and social housing, building and construction and trade-apprenticeships services based on the mission of the Catholic Church and Archbishop's Charter to the community in Tasmania.
- Providing accurate and timely reports and expert advice to the Board on matters that pertain to social policy and the delivery of building and construction of community housing for the Archdiocese.
- Achieving sustainable construction projects and pipeline of works by engaging with key stakeholders such as Community Housing Providers, Homes Tasmania and other not-for-profit organisations.
- Supporting the formation and development of the St Joseph Affordable Homes Leadership Group, staff and apprentices.

2. Quality Improvement and Safety

- Developing and implementing a strategy and operational plan in collaboration with the Board to manage and maintain the sustainability of a changing business environment.
- Adopt a continual improvement mindset in terms of construction approach and cost.
- Continually assess the market in the development of new offerings, such as the construction of modular homes and internal capability.
- Ensuring that contemporary best practice policies and procedures are in place pertaining to building and construction.
- Ensure strict compliance and best practice is maintained with work health and safety as would be expected in the construction industry.

3. Apprenticeship Program

- Maintain an appropriate level of apprentices in identified trades that support the mission of St Joseph Affordable Homes.
- Provide appropriate support and coaching to apprentices on their journey to hold a trade in the building and construction industry.

4. Mission

- Ensuring compatibility of the mission of St Joseph Affordable Homes with the Mission of Church, recognising the organisation is an extension of the Archdiocese and the entity through which it delivers on its obligations to provide social welfare services to the poor, vulnerable and disadvantaged.

5. Stakeholder Management

- Maintain and develop relationships with key government stakeholders, in particular Homes Tasmania.
- Maintaining and develop a network of strategic alliances within the building and construction industry and training centres.
- Maintain and develop relationships with not-for-profit organisations who operate in the social and affordable housing sector with a view to providing building and construction services.
- Work closely with Archdiocesan Agencies in the provision of building and construction services.

ESSENTIAL REQUIREMENTS OF THE POSITION

1. Qualifications, Licences and Competencies

- Qualifications in Building & Construction (Essential)
- Qualifications in Business, Finance, or Economics or a related discipline (Desirable)
- Tasmanian Builder's License
- Tasmanian White Card
- Current unrestricted Drivers Licence.

2. Skills and Experience

- A commitment to the ethos and values of the Catholic Church.
- Minimum 5 years' experience providing executive level experience and leadership in the building and construction industry.
- Demonstrated ability to develop strategic plans and capacity to communicate the mission and strategic direction of the organisation.
- Demonstrated commercial, business, and financial acumen and capacity to ensure sustainability in a changing funding environment.
- Highly effective negotiation skills to communicate effectively with contractors, suppliers, authorities and clients and a proven record of building positive stakeholder relationships to leverage strategic partnerships.
- Experience in the planning, implementation, analysis, budgets, tracking and evaluation of projects.
- Demonstrated experience in managing, mentoring, organising, and resourcing of staff to achieve key performance indicators of a residential construction business.

Obligations

- Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check satisfactory to the Archdiocese and registration to Work with Vulnerable People (Tasmania).
- Knowledge of the statutory requirements of Workplace Health and Safety standards, Duty of Care, Privacy legislation, Mandatory Reporting and Anti-Discrimination legislation.

SAFETY AND INCLUSIVITY

Risk and Work Health & Safety

St Joseph Affordable Homes and the Archdiocese and all its agencies are committed to ensuring that our operations are conducted with proper regard for health, safety, and wellbeing of all. Employees are required to observe safe work practices in accordance with training and instruction given and report any risk to their immediate supervisor. Risks arising in the workplace may be financial, site, task, or person specific, or related to safety.

All employees of St Joseph Affordable Homes and the Archdiocese and all its agencies will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others. We expect all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees, and visitors.

Commitment to Safeguarding Children

St Joseph Affordable Homes and the Archdiocese and all its agencies are child safe organisations and we are committed to providing safe communities that uphold the dignity and rights of all children, young people, and vulnerable adults in accordance with the Catholic Safeguarding Standards, the Child Safe Standards and any other relevant legislation. As part of our commitment, we require all applicants to undergo an extensive screening process prior to employment such as a requirement to hold a current registration to Work with Vulnerable People and Police Check.