

Hillsong Enterprise Development Position Description

Position Title: Enterprise Hub Team Leader
Location of Position: Sydney
Division: Enterprise Hub
Date: October 2004

PRIMARY POSITION OBJECTIVE

The purpose of the Team Leader is to provide ongoing leadership to the MED Enterprise Hub. The Team Leader, in addition to other duties, will live out and transfer the organisation's culture, provide support and supervision to Enterprise Hub colleagues, provide a link between the MED Enterprise Hub and Head Office and will ensure all procedures and systems are adhered to in the best interests of the organisation's vision.

OVERALL VISION

"To provide opportunities for Indigenous and non-Indigenous Australians to be transformed through, Micro Enterprise Development".

CORE VALUES:

Respect, Commitment, Integrity, Accountability

POSITION REPORTS TO: MED Technical Director

POSITION TITLES OF PERSONS RELATING TO THIS POSITION

1. Loans Officer
2. Capacity Development Advisors
3. Business Development Consultant
4. Enterprise Hub Administrator

HOW POSITION RELATES TO THE REST OF THE WORK:

The Enterprise Hub Team Leader has responsibility over and above their daily role of either Business Development Consultant or Loans Officer.

As Enterprise Hub Team Leader the focus is to provide oversight and supervision to other Enterprise Hub staff and maintain systems and communication to the co-ordination Enterprise Hub & stakeholders on program developments.

KEY RESPONSIBILITIES AND OUTCOMES: November 2004 – January 2005

Responsibility Area	Task	Expected Result/Standard Required	Method of Measurement
Organisational Culture	Provision of leadership in establishing and maintaining Core Values	Staff interactions with clients and community are built on respect, commitment, integrity and accountability Staff exercise leadership and initiative in solving problems and achieving results	The MED program gains a reputation based on core values as expressed by clients, contacts and community groups Staff present solutions to issues and demonstrate commitment to their realization.
Performance Management	Ensure Loan Officer, Business Dev't. Consultant and Administrator achieve goals through coaching, direction and coordination	Enterprise Hub Staff are achieving their goals An effective team is developed Expectations are clearly established and appraisals undertaken	Loan numbers and performance of loan portfolio is up to standard BDC performance outcomes are achieved Enterprise Hub operates as a unified team Appraisals are completed on-time with positive results

LIMITS OF AUTHORITY

- a) Total expenditure on supplies, expense items, training may be approved to budget level.
- b) Performance Management of Enterprise Hub Staff
- c) Loan approval and re-structuring within the terms of existing credit policy.
- d) No authority for bad debt provision or right-offs (these are subject to credit policy)

CRITICAL QUALIFICATIONS/SKILLS/EXPERIENCE**Aptitude:**

- Teamwork (willingness to put team goals first)
- Addition of value (taking opportunities to innovate and 'go the extra mile')
- Adaptive capacity (willingness to adjust methods to achieve continual improvement)
- Appropriation of leadership (willingness to take the initiative according to experience, knowledge and context)

Position Description Approved By:**Position Title:****Signature:****Date:****Employee/Contractor:**

I have read and agree with this position description**Signature:****Date:**