Hillsong Enterprise Development
Position Description

Position Title:	MED Technical Director
Location of Position:	Australia
Division:	Co-ordination Enterprise Hub
Date:	October 2004

PRIMARY POSITION OBJECTIVE

Provide expertise and oversight to ensure the efficiency of micro-finance program within each Hub, and synergy between capacity building and financial services.

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: CEO

POSITION TITLES OF PERSONS RELATING TO THIS POSITION

1. Enterprise Hub Staff, Grafton
2. Enterprise Hub Staff, Sydney
3. Enterprise Hub Staff, Cape York
4. Learning & Development Officer
5. Chief Operating Officer
6. Stakeholder groups

HOW POSITION RELATES TO THE REST OF THE WORK:

This is a pivotal position for MED program, and one that carries significant responsibility. The MED Technical Director is on the key leadership team and has a focus in developing the future program.

The MED Technical Director will continue to refine the methodology in response to changes in the field, monitor the financial health of the portfolio, develop and oversee the MIS, oversee non-financial support for clients, develop and deliver a training program to field staff.

The MED technical Director will also oversee Team Leaders in each Enterprise Hub, providing them with advice and support to run an efficient local program.

KEY RESPONSIBILITIES

Responsibility Area	Task	Expected Result/Standard Required	Method of Measurement
Management	A. Recruitment - Recruit and establish Enterprise Hub staff and Co-ordination unit. - Design performance plans and review process & discuss with employees.	A. • 1 LO, 1 BDC and 1 Administrator appointed in Sydney and Cape York. • 1 BDC and 1 additional LO appointed in Many Rivers area. • Job descriptions, performance plans written and signed off by employee and employer • Review dates set , self-review and manager's review forms prepared	A. Staff recruited in 4 locations (Sydney (West & City), Grafton, Cape York). Staff appraisal system established
	B. Establish systems for Hubs - Establish and oversee financial controls - Establish reporting mechanisms. - Receive and analyse reports	B. • Reporting mechanisms added to Manual of Reference, understood and adhered to by Enterprise Hub staff • Financial controls added to Manual of Reference, understood and adhered to by Enterprise Hub staff	B. Reports submitted on time, analysed and appropriate action taken Financial controls followed and balanced between accountability and freedom to complete work at Hubs
	C. Establish Operational Hubs	C. • office established and adequately equipped	C. 4 operational offices: Sydney (city & west), Cape York, Grafton. Office equipped as per capital budgets.

KEY RESPONSIBILITIES

Responsibility Area	Task	Expected Result/Standard Required	Method of Measurement
Staff Training	D. - Prepare and deliver initial staff training modules - Evaluate and refine training materials and delivery	D. ▪ Unit staff informed of learnings, new synergy between micro-credit and capacity building, project vision. ▪ Formal evaluation of materials and delivery undertaken and necessary refinements made	D. All unit and MED Central Support staff received one to one and group training sufficient to enable program to progress.
Liaison with Learning & Development Co-ordinator	E. Client Training - Liaison with Learning and Development Coordinator. With regard to the development of materials for client training and support	E. ▪ Effective, clear communication between MED technical director and LDC, resulting in valuable training services delivered to clients.	E. Client training delivered according to schedule Training materials revised according to client needs and orientations to training.
Community Networks	F. - Maintain and develop relationships with key community agenices	F. Community agencies contacted regularly and updated with respect to MED in the area.	F. Community agencies express knowledge of and support for MED programs

KEY RESPONSIBILITIES

Responsibility Area	Task	Expected Result/Standard Required	Method of Measurement
Management Information System	G. - Complete the transition from a spreadsheet based information system to a customised, integrated system - Ensure mechanisms for data collection and input, analysis and reporting are established and followed	G. ▪ Current data transferred to new system ▪ Report formats finalised ▪ MIS reports completed and distributed ▪ Analysis of portfolio and client information undertaken ▪ Input forms completed, understood and adhered to	G. Correct data captured, standard reports produced, analysis undertaken and information distributed to relevant people on time.

LIMITS OF AUTHORITY

  a) Can hire MED staff at Enterprise Hub level

  b) Can authorise spending at Enterprise Hub Level according to budget

  c) Spending limits for role expenses determined by credit card policies

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Position Description Approved By: **Position Title:**

Signature: **Date:**

Employee/Contractor:

I have read and agree with this position description

Signature: **Date:**