



CASS

Job Description

Director - CASS Senior Leadership Team Member

Reports to: Owner & Senior Leadership Team

Last Revised: 2019-03-05

Job Summary

The Directors (SLT members) are responsible for planning, organizing, directing, controlling and evaluating the services provided by CASS. SLT Directors establish the direction taken by CASS and are accountable for the ongoing viability and results achieved.

Responsibilities & Duties

Senior Leadership Team Responsibilities

Strategic Leadership

- Place organizational leadership and management as the top priority while ensuring that functional responsibilities are carried out in the best interests of CASS
- Work collaboratively with the senior leadership team members to:
 - Establish and implement the CASS strategic plan including shared vision for the future, purpose and values as well as short- and long-term objectives within the strategic plan
 - Formulate and approve policies and programs for the organization and ensure the ongoing work is carried out accordingly
 - Function as an inspiration and example for all CASS staff

SLT members ensure their own participation in SLT decision making satisfies the needs of the organization and are not driven by personal nor program needs over organizational success.

Ongoing Day to Day Management

- Develop and implement annual – and ad hoc – action plans for CASS including;
 - Ensuring all required resources (human, technological, financial and material) are identified, acquired, allocated and managed according to the values of the organization
 - Ensure funding source requirements are met
 - Select CASS staffing ensuring that on-boarding, training and evaluation policies are met
 - Serve as the co-ordinating body for all work units
- Establish and actively participate in regular and ad hoc SLT meetings, and provide follow up support to address organizational operations, problem solving, business continuity and information needs
- Lead / participate in CASS committees, activities and events
- Share the day to day responsibility for ensuring the quality of work life for all CASS staff and delivery of client service needs



Communication

- Identify communication requirements, plans and mechanisms to ensure CASS staff, clients and stakeholders are provided with the required communication on an ongoing timely basis
- Develop and maintain positive communication and relationships with CASS staff
- Provide information and functional expertise to support decision making and ongoing operations
- Actively support CASS in communications development and brand management

CASS Reputation

- Develop and maintain the standards of performance for the SLT and its members
- Provide support for other SLT / CASS leadership members
- Development and maintenance of CASS's positive reputation, image and brand with all stakeholders
- Represent CASS with stakeholders, the general public, media
- Uphold and live by the values of CASS
- Engage in ongoing professional development to develop leadership capacity