



Alzheimers

New Zealand

Position Description

Chief Executive – Alzheimers New Zealand

Reports to:	Chair – Alzheimers New Zealand
Direct reports:	Principal Advisor Services Director, Dementia Learning Centre Senior Communications Advisor Fundraising Manager Office Manager Accountant
Key relationships:	Internal: National office staff, Alzheimers NZ Member Organisations, Alzheimers NZ Board External: Ministry of Health / National Health Board, Regional Health Boards, NGO Sector, Key organisational stakeholders, Funders, Scientific and Research organisations in the dementia and older people sectors, Māori providers, Alzheimers Disease International (ADI)
Location:	Alzheimers NZ's office is (Level 3, 49 Boulcott St, Te Aro) in Wellington. The Chief Executive may work from the office or work partially remotely.
Hours:	Full time, part time (four days/week considered)

Vision | Te Matakite

In Aotearoa New Zealand people living with dementia mate wareware are heard, valued and supported

I Aotearoa ka rangona, ka whakanuia, ka tautokona hoki te hunga kua pāngia e te mate wareware, me ō rātou whānau

Purpose | Te Whāinga

To provide quality and accessible support for people living with dementia mate wareware so they can live their best possible lives.

Kia horaina he tautoko kounga tiketike, wātea ki te katoa o te hunga kua pāngia e te mate wareware me ō rātou whānau, kia eke tō rātou noho ki tōna tino teitei

Alzheimers NZ (www.alzheimers.org.nz) is a lead organisation at a national level representing people living with dementia mate wareware. Our role focuses on supporting a future where people are heard, valued and supported by amplifying the lived experience voice, supporting people living with dementia mate wareware to access community-based support to meet their needs, increasing our impact and influence, and strengthening Alzheimers NZ and its Members.

We support local Alzheimers NZ organisations throughout Aotearoa New Zealand, each of which is a member of Alzheimers NZ. Local Alzheimers organisations provide support, education, information, and related services directly to members of their communities who are living with dementia mate wareware.

STRATEGIC PILLARS:

- To amplify the lived experience voice so People living with dementia mate wareware are welcome in their communities, shape the services that are available, and influence decisions about things that are important to them
- To support people living with dementia mate wareware to access community-based support to meet their needs
- To increase our impact and influence by engaging with partners and sector colleagues

- To strengthen Alzheimers NZ and its Members so we are agile, sustainable and able to respond positively to our changing context.

Purpose of the Position

The Chief Executive position is responsible for the development and execution of the organisations strategic plan, including through the leadership and management of operations and the development and management of strategic relationships. The Chief Executive has delegated authority to carry out these responsibilities in accordance with the policies and procedures established by the Board and to assist Alzheimers NZ to achieve its purposes as articulated in Clause 7.2 of the Constitution.

The Chief Executive is expected to be aware of Political sensitivities, support equal employment opportunities and inclusivity, and demonstrate cultural awareness, and a commitment to the principles of Te Tiriti o Waitangi.

The Chief Executive is also responsible to exercise due diligence to ensure that all health and safety and safeguarding requirements are met.

Key Responsibilities

Key Responsibilities	Deliverables/outcomes
Strategic Leadership (20 %)	<ul style="list-style-type: none"> • Ensure that information is gathered to assist Alzheimers NZ in delivering the action steps of the Alzheimers NZ Strategic Plan 2025 -30 • Develop and recommend an annual business plan to ensure Alzheimers NZ delivers the objectives stated in its Alzheimers NZ Strategic Plan 2025 -30 • Ensure that staff and members are fully engaged and consulted on the development of key strategy and policy for the sector • Ensure that the operation of the organisation meets the expectations of its member organisations, the Board, Funders and other key stakeholders • Working collaboratively within the organisation to ensure that all the organisational actions, initiative and operations support the strategic direction and

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	<p>goals of the organisation (eg human resources, marketing, operations)</p> <ul style="list-style-type: none"> • Develop and communicate a strong vision for the organisation and working with the staff to promote and foster this both within and outside the organisation. • Leading National initiatives and programmes of work and contributing to projects as required. • Develop policy that underpins the work of Alzheimers New Zealand and sets agreed standards. • Leading the organisation to actively uphold its specific obligations to Māori, acknowledging that meeting these expectations is a minimum standard. • Represent the organisation both nationally and internationally and engage with a wide range of community and key stakeholders to enhance the organisations profile.
Sector Leadership and Advocacy (10 %)	<ul style="list-style-type: none"> • Develop and maintain an advocacy role on behalf of those living with affected dementia mate wareware to ensure that their voices are heard • Influence dementia policy nationally to improve the lived experience of those with dementia mate wareware • Lobby for improved funding for services for people with dementia mate wareware and their carers • Timely preparation of media releases, public statements as required within agreed policy. • Ensure the national and local activities, resources and guidelines are based on lived experience, a credible clinical basis, and accurate up-to-date knowledge

Key Responsibilities	Deliverables/outcomes
Member organisations (20%)	<ul style="list-style-type: none"> • Ensure that Alzheimers NZ works collaboratively with Member Organisations to achieve the shared vision of people living with dementia matter being heard, valued and supported and in keeping with the code of practice. • Ensure that a range of excellent communication and IT systems are in place to support development and growth of Member organisations. • Ensure that relevant, accurate, consistent and up-to-date information, resources and joint policies are available. • Ensure that a two-way relationship is developed and fostered so that the maximum expertise and experience of all is utilised strategically.
Governance (20%)	<ul style="list-style-type: none"> • Develop the Board meeting and AGM agendas, in consultation with the Chair of the Board ensuring that administrative processes are in place and developing the Annual report. • Act as professional advisor to the Board on all aspects of the organisation's activities and ensure that they are fully informed to make the best decisions for the organisation. • Work collaboratively with the Board Chair to support the Board to achieve its governance function, by sharing input and guidance on expectations and roles of both the organisation and the wider sector • Working in a way that enable the Board to focus on long-term and strategic issues • Assisting with the recruitment and induction of new Board members as required

Key Responsibilities	Deliverables/outcomes
	<ul style="list-style-type: none"> • Ensure that the Board has the appropriate support and resource to effectively govern the organisation
Organisational Management and Leadership (20 %)	<ul style="list-style-type: none"> • Responsible for the effective operation and management of Alzheimers NZ, ensuring delivery of its organisation objectives • Develop active marketing and promotion strategies to ensure knowledge of organisation • Manage the Dementia Learning Centre (DLC) to achieve its objectives. The DLC is about utilising our unique expertise to deliver innovative and high impact education to build capability in the wider dementia sector. • Manage the National Donor Programme (NDP) to achieve its objectives. The NDP is about managing donor-based fundraising that promotes our messages and generates a surplus to be used nationally. • Lead, motivate and monitor the performance of the national office staff. Ensuring best practice human resource policies and procedures are in place • Provide leadership that encourages good communication and teamwork and establish a positive work environment.
Financial Management (10%)	<ul style="list-style-type: none"> • Ensure sustainability by developing an annual budget for the Boards approval and managing its implementation through the year and recommending adjustments as required. • Secure adequate funding for the operation of the organisation

Key Responsibilities	Deliverables/outcomes
	<ul style="list-style-type: none"> • Ensure that accurate, timely and comprehensive financial reports are prepared and presented to the Board • Ensure that new project proposals are written up with budgets set, funding obtained and approval given, before they are implemented • Ensure that there is a risk management and asset management plan in place and the organisation carries appropriate and adequate insurance coverage. • Ensure systems and procedures are in place for all required expenditure including payroll and other operational expenses.

All work will be undertaken in a way that aligns with and support Alzheimers New Zealand’s Strategy 2025 to 2030, ethos and culture, organisational structure and policies.

Person Specification

Qualifications:

- Appropriate tertiary qualification in management, social work, nursing or allied health profession

Skills and experience

- Experience as CE or senior leader ideally in a similar organisation
- Demonstrated experience building and maintaining effective relations with key stakeholders
- Proven experience in working constructively and contributing at Board level
- Proven experience in building and leading engaged teams
- Experience of strategic, financial, HR and operational leadership and management
- Demonstrated ability to work in a complex environment
- Demonstrated change management skills
- Demonstrated conceptual, analytical and strategic thinking skills
- Comprehensive understanding of quality improvement concepts and methodologies and evidence of successful application of these in practice
- Understanding of current issues for social services and health. Including knowledge of current government policies, codes, guidelines and legislation relevant to this role.

Competencies:

- **Leadership** – leads others to achieve organisational goals and high levels of performance. Demonstrates in depth understanding and enthusiasm for the organisations vision, ensure high standard of performance of self and team, demonstrates a professional leadership style that encourages respect and credibility
- **Relationship Management** – builds and maintains positive relationships with internal and external stakeholders, understand the strategic importance of key relationships and uses effective strategies to develop and maintain these, works positively with people to achieve results even under difficult circumstances
- **Communication** – is an excellent communicator, facilitator and presenter, relates well to a wide variety of people from different cultural and linguistic back grounds, adapts communication style to suit the audience, writes well to prepare sound business reports and communication, listens to fully understand and responds accordingly.
- **Judgement and decision making** – is confident making decisions in a complex environment, involves other appropriately and effectively, uses sound judgement to assess even complex situations and decided the best response or action, takes responsibility for own decisions.
- **Drive, energy and initiative** – demonstrates stable and reliable performance under pressure, identifies opportunities for growth or improvement and acts on these as appropriate, demonstrates commitment to getting the job done even under difficult circumstances.
- **Planning and organising**- uses sound organisational techniques to ensure deadlines are met and priorities are managed effectively, prepares robust plans that ensure even heavy workloads are achieved.
- **Teamwork** – genuinely values others input and expertise, and is willing to learn from others, shares own ideas and contribute positively to the team.
- **Problem solving** – identifies likely cause of a problem and develops a clear action plan to solve the problem, excellent analytical skills, anticipates when a problem may arise and acts to minimise or eliminate the problem, uses initiative to solve new problems and learns from mistakes to create better solutions.