



Disabled Persons Assembly NZ



Job description:
**Chief Executive for Disabled
Persons Assembly New Zealand**



Published: May 2023

About this document



This Easy Read document is the **job description** for the **Chief Executive of Disabled Persons Assembly New Zealand**.



A **job description** says:

- what a person does in their job
- what skills a person needs to do their job well.



A **Chief Executive** is someone who is in charge of an organisation.

They are often called a **CE**.



Disabled Persons Assembly nz



Disabled Persons Assembly New Zealand is called DPA for short.

DPA works to make sure that disabled people have the same rights as everybody else.



You can find more Easy Read information about DPA in a document called:

Easy Read information about the Disabled Persons Assembly of New Zealand



You can find this document on the DPA **website**:

www.infoexchange.nz/about-dpa/

What the CE of DPA does



The CE for DPA reports to the DPA **National Executive Committee** through the National President.



The DPA **National Executive Committee** makes the decisions about:

- what DPA wants to do
- how they are going to do it.

They are also called the **NEC**.



The CE leads the day to day running of DPA.

The CE makes sure DPA works towards the **strategic plan**.



The **strategic plan** is a document that says:

- what DPA wants to do
- how they are going to do it.



The strategic plan is decided by the **National Executive Committee**.



The CE also manages how DPA uses money.



The CE can work from anywhere in New Zealand.

What the CE should know



This part of the job description is about what the CE needs to know about to do their job.



The CE should know:

- about the disabled community in:
 - different parts of New Zealand
 - the whole of New Zealand
 - a little about the disabled community in the world
- about what guides DPA work.



The CE should also know about the laws for:

- employment / jobs
- health and safety
- **incorporated societies**
- **charities.**



Incorporated societies are a kind of organisation.

Charities are a different kind of organisation.

There are different rules for different kinds of organisation.



The CE should also:

- have experience as a leader in disability rights
- be committed to **Te Tiriti o Waitangi / the Treaty of Waitangi.**



Te Tiriti o Waitangi / Treaty of Waitangi is an important agreement between Māori and the British Crown.



It would be good if the CE also has worked in 1 of these areas:



- management
- IT / computers



- finance / money



- HR / human resources management.



What the CE needs to do



This part of the job description is about the important things the CE will need to do.

Looking at these things will show how well they are doing in their job.



We have put these things into 8 groups.



1. Strategy

Strategy means working to a plan that:

- is for a long time
- can change when it needs to.



The CE will:

- lead what happens in the organisation to make the strategic plan happen
- support the work of the NEC
- make sure there is good communication between:



- NEC
- DPA members
- people who work for DPA.





The CE will also:

- create programmes / projects that support things changing so things are fairer for disabled people
- makes sure those programmes / projects happen



The CE will also look at how things are going at DPA so they can find ways of doing things that:

- fit with the things DPA has decided to do first
- can keep being paid for.



2. Relationships



Relationships mean connections between:

- people
- organisations.



The CE should:

- be very good at working with people
- be able to talk to lots of different kinds of people in a way that works for them.



The CE will need to:



- make connections between:
 - tāngata whaikaha Māori / Māori disabled people
 - disabled people
 - people who work in the disability sector
 - other people who support disability rights

- make more connections with those groups so lots of people are speaking up together on disability issues.





The CE will work on relationships that support the work of DPA:

- in different places in New Zealand
- in the whole of New Zealand
- in other countries.

3. Operational



Operational means keeping DPA running well day to day.

The CE will:



- make sure the ways DPA does things are working well
- be in charge of staff employment relationships.



The CE will also make sure the workplace is:

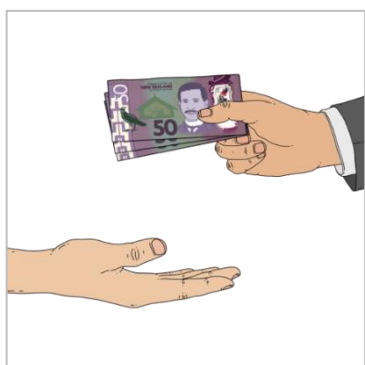
- supportive
- accessible
- a place people can work together well.





4. Financial

Financial means to do with money.



The CE will make sure there is enough money for DPA to do its work:

- now
- in the future / years to come.



The CE also looks after the **annual budget**.



The **annual budget** is a plan for what money DPA will:

- get in the next year
- spend in the next year.



The CE will:

- plan the budget every year
- make sure the budget includes everything DPA needs
- ask the NEC to agree to the budget.



5. Leadership

The Chief Executive will:

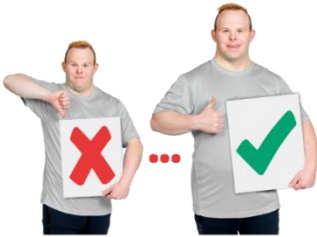
- show people what disabled leadership is like
- support disabled people who are becoming leaders
- speak up for DPA
- make sure the DPA speaks up in the way the members want
- understand:
 - what they do well
 - what they need to do better
- ask people for their thoughts on how they are doing.





6. Advocacy

The CE should speak up about the rights of disabled people by:



- making plans to change what is not working for disabled people in their communities
- using the skills they have to work to make change
- knowing when to:
 - talk about change
 - talk to the media like TV or newspapers.





7. Monitoring

Monitoring means watching how things are going.



The CE will:

- know about the laws/law changes that are important to:
 - tāngata whaikaha Māori
 - disabled people
 - whānau
- understand that for disabled people to have better lives it is important to:
 - find out information
 - analyse that information which means finding out what it means.





The CE should also make sure DPA works to remove **barriers** to disabled people having the same rights as everybody else.



Barriers are things that make it harder for disabled people to have a fair chance.



The barriers need to be understood by:



- government organisations
- businesses
- the public.

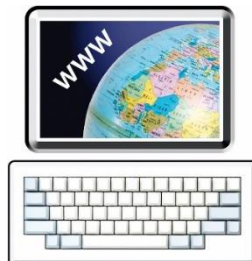




The CE also makes sure DPA works with the DPO Coalition to support government agencies to make the things on the **Disability Action Plan** happen.



The **Disability Action Plan** is a plan for the work the government is going to do about disability.



You can find an Easy Read translation of the Disability Action Plan on the Office for Disability Issues website at:

<https://tinyurl.com/wtymx3rb>

8. Information and advice

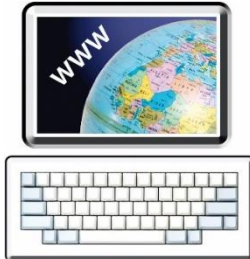


The Chief Executive should make sure information is communicated between:

- disabled people
- government.



Where to find more information



You can find more information about DPA on their website at:

www.dpa.org.nz



You can also contact DPA:

- by phone on:

04 801 9100

- by email at:

info@dpa.org.nz





Disabled Persons Assembly NZ



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