



Bellarine Community Health Ltd.
 "Quality Living for a Valued Community"

Position Description Chief Executive Officer

Mission Statement: "Quality Living for a Valued Community"

Formed in 1992 Bellarine Community Health Ltd (BCH) is the major provider of community based primary health and wellbeing services to the Bellarine community. BCH provides a life stage approach to services from early years through to older people.

The **Bellarine Community Health Values** underpin service delivery to our clients and residents.

Everyone is responsible for applying these values through service and program delivery:

- Health is the complete state of social and emotional wellbeing, not merely the absence of disease
- Social, physical, cultural and environmental aspects of people's lives all contribute to their well-being
- Health care should be available to all, accessible by all and affordable for all
- People receive the best health care when they take ownership for their own health
- People should have a say in the level and quality of health care provided to them
- No health profession has all the answers to all the health issues
- No single provider has all the necessary resources to meet the health needs of a community
- Well trained and highly motivated people are the greatest asset of our organisation

Position Information

Position Objective:	Chief Executive Officer To lead and drive the strategic direction and vision of Bellarine Community Health. Lead the Executive Management Team in ensuring high quality and innovative service delivery that meets all quality, service delivery and financial targets. Lead and direct the business development, community engagement and manage the day-to-day operations of the organisation to achieve optimum health outcomes and effective use of human resources and business assets.
Reports to:	The Board of Directors
Direct reports:	Executive Management Team
Program:	Executive Management
Location:	Executive Offices – Drysdale / required at other sites from time to time
Award:	As per employment contract and Board policies. Term of appointment – 3 years, renewable by negotiation. Salary to be set and reviewed by the Board to reflect appropriate responsibilities.
Remuneration and benefits:	Salary as per contract agreement and commensurate with experience and qualifications. Access to excellent salary packaging provisions. Employer Superannuation. Employee Health and Wellbeing program.
Mandatory Requirements:	Bellarine Community Health expects all applicants to present evidence of the following: <ul style="list-style-type: none"> • Current Working with Children's check (within 12 months from date of application). • Current Police Check (within 12 months from date of application). • A current Victorian Drivers License.

Organisational Requirements	
Occupational Health and Safety (OH&S)	<ul style="list-style-type: none"> • Ensure an effective and adequately resourced OH&S management system is in place which is supported by current policies and procedures authorised by the Executive Management. • Ensure organisational compliance with OH&S legislation. • Identify strategic and operational risks • Monitor organisational risks and approve expenditure where necessary to control identified risks • Comply with treatment plans designed to control identified risks
Health Promotion	Support and contribute to the activities and projects outlined within the BCH Integrated Health Promotion Plan, as required. Implement a health promoting practice approach to service delivery that addresses the social determinants of health
Active Service Model (ASM)	<p>Work within the ASM principles of person centred practice, timely response, service coordination and health literacy. ASM principles:</p> <ul style="list-style-type: none"> • assist people to live in the community as independently and autonomously as possible. • place the person and their carer/family at the centre of their care <p><i>Independence - the capacity of people to self-manage the activities of daily life, including social and community participation. Autonomy - making decisions about one's life.</i></p>
Strategy and Planning	Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan
Continuous Quality Improvement	Adopt and promote a culture of Continuous Quality Improvement (CQI). Contribute to the accreditation process, including identifying, developing, implementing and evaluating quality improvement activities
Community Engagement	Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of the people we serve
Risk Management	Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation.
Equal Opportunity	BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged.
Child safety	BCH is committed to protect children and reduce any opportunities for abuse or harm to occur.

Position Specific Responsibilities
<p>Position Specific</p> <p>Bellarine Community Health is operating in a changing and increasingly competitive community health environment. The ability to conceptualise and analyse commonwealth, state health policies and service plan directions, and the ability to understand the market place as a significant factor in identifying opportunities to develop and grow the organisation.</p> <p>KEY RESPONSIBILITIES:</p> <p>The CEO is primarily responsible for:</p> <ol style="list-style-type: none"> 1. Leading and driving the strategic direction for the organisation 2. Implementing the Values and Statement of Purposes for Bellarine Community Health 3. Working in partnership with the Board to develop and achieve the Vision for the organisation. 4. Providing leadership to Bellarine Community Health staff and volunteers. 5. Developing and maintaining key stakeholder relationships including strategic partnerships. 6. Ensuring secretarial support to the Board and its sub-committees. 7. Providing the Board of Directors with comprehensive information, analysis and timely advice on all corporate and clinical governance matters affecting the organisation.

Organisational

1. Ensure that the organisational structure, policies and procedures support quality service provision, risk management and regulatory compliance in a way that enables all members of staff to work effectively, efficiently and harmoniously
2. Ensure all organisational and workplace structure, policies, procedures and arrangements promote an efficient, effective and harmonious culture
3. Ensuring the pursuit of service excellence and continuous quality improvement
4. Adequately safeguard clients, staff and volunteers through procedures, which ensure adequate matching of staff and volunteers to roles to be undertaken.
5. Developing and implementing the community engagement strategy
6. Lead and effectively manage the daily operations of the organisation in accordance with the instrument of delegation
7. Develop and implement business and corporate plans in accordance with the Strategic Plan
8. Maintain and review with the Board the appropriate Senior Management structure to ensure the optimal operation of the organisation
9. Objectively review and assess the community's needs to:
 - a. Ensure that the organisation's programs are targeted to meet current needs
 - b. Ensure that clear strategic and operational goals and objectives are set for the organisation in response to the community's identified emerging health care needs
10. Engage with the Board, staff, community and other stakeholders in the preparation of developmental plans for the organisation
11. Prepare funding submissions for further growth and development of the organisation including capital, operating and staffing additions.
12. Ensure that policies and procedures within the organisation enable the continual review of services so that they are cost effective, accessible, high quality, flexible and relevant to the needs of the community
13. Promote continuous improvement and ensure the quality accreditation status of the services is maintained
14. Maintain and enhance the reputation of Bellarine Community Health

Human Resources

15. Ensure the effective and efficient use of Human Resources
16. Ensure staff and volunteers are managed in accordance with the values of the organisation and in accordance with the appropriate awards.
17. Ensure that all staff are actively encouraged and enabled to undertake relevant professional development.
18. Ensure organisational culture promotes person-centred care and supports the provision of a safe work environment
19. Ensure that the organisational structure, policies and procedures support staff and volunteer rights and responsibilities, and all legislative compliance requirements

Financial Management

20. Ensure that effective liaison with the Department of Health Victoria and the Commonwealth Department of Health and Ageing, and other funding sources and planning authorities is maintained.
21. (a) ensure financial systems, procedures and controls are in place in accordance with best business practice and to meet strategic obligations
(b) ensure that financial statements are prepared and audited in accordance with Australian Accounting Standards and statutory requirements
22. Monitor and review with the Senior Management Team the financial performance and operations of the organisation
23. Ensure the preparation of budgets, development of adequate financial records and the provision of regular financial reports to the Board and the funding authorities
24. Ensure management of investments is responsible, legal and ethical

Assets

25. Ensure that the organisational structure, policies and procedures enable the security, safety, functionality and maintenance of all buildings, equipment, motor vehicles and other assets of the organisation.
26. Ensure that purchasing procedures provide a cost effective and efficient means of acquiring consumables, furniture and equipment.
27. Ensure that purchasing procedures comply with Board and funding authority's guidelines.

Community Engagement

28. Promote and increase the community membership of Bellarine Community Health
29. Promote community engagement through effective public relations and communication strategies

30. Promote and enhance relationships with other community organisations for the betterment of the organisation and to achieve synergies in service delivery
31. Ensure effective relationships are developed and maintained with local politicians, senior decision makers in State, Commonwealth and local Government, and other service providers
32. Prepare Annual (Financial), Quality of Care reports and public relations materials

Funding and Fundraising

33. Ensure funding arrangements are broadly based to optimise sustainability of the organisation
34. Facilitate adequate provision of funding to support the ongoing activities and developments of the organisation, through negotiation, advocacy, formal submissions, and ongoing fundraising initiatives
35. Provide overall direction and co-ordination of fundraising activities for specific projects and continue to nurture sources of "community" donations and bequests towards the Community Health Service
36. Actively seek new business, government grants and philanthropic funding opportunities

Key Performance Indicators

The CEO Key Performance Indicators (KPI's) are reviewed on an annual basis as set and agreed to by the Board of Directors. The KPI's for 2017-2018 are:

- Financial Management within the parameters as set and agreed by the Board of Directors
- Direct and manage capital works projects across all Community Health Centre sites
- Develop, implement and maintain a comprehensive marketing plan to attract and retain clients and partnerships
- Ensure the implementation and continued improvement of the Community Engagement Strategy
- Develop and implement the Strategic Plans for the organisation
- Provide leadership for the organisation that promotes:
 - a) Client centred care
 - b) Continuous quality improvement and risk management
 - c) Innovation and creativity
 - d) Highly effective people management
 - e) Organisational values

Key Selection Criteria and Skills/Attributes

Essential

- Proven ability to provide leadership and direction within a complex and changing environment
- High level strategic, conceptual and analytical skills
- Highly developed Business Development, Financial and Risk management skills
- Knowledge, understanding and commitment to Quality and Safety, accreditation systems and continuous quality and improvement
- Proven ability to build organisational culture and to manage people and change
- Highly developed interpersonal, communication and negotiation skills with a demonstrated ability to engage effectively with staff, local communities, stakeholders and at all levels of government
- An understanding of, and commitment to the principles of community health service provision
- Demonstrated ability to work pro-actively and in partnership with Board Directors in achieving the vision of Bellarine Community Health
- Proven Business development outcomes and successful project management skills
- Relevant tertiary qualifications

Acceptance Details	
Name of staff member:	
Signature of staff member:	
Date:	
Exec Managers signature:	
Date:	

For more information about Bellarine Community Health visit our web-site: www.bch.org.au

BCH strategic themes	Community matters to us	Great at what we do	Here for the long term	Where people want to work
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[Updated: February 2017](#)