



Position Description

Position Title	Chief Executive Officer
Position Status	Full time
Salary and Conditions	Fixed term, 2 year contract Remuneration will be negotiated with the successful candidate based on relevant skills and experience
Relevant Award	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015, (HSUA5)
Reports To	Board of Management
Performance review	Initial probation period of six months and then annual review
Location	13 Mostyn St, Castlemaine

Organisational Environment

Castlemaine District Community Health (CDCH) is an independent Community Health Service, operating as a Not For Profit Public Company Limited by guarantee, governed by a Board of Directors. It was established in 1987. The organisation applies the social model of health to promote wellness, and reduce illness through a range of strategies. It focuses on developing programs with the community, especially those in greatest need to maintain a healthy lifestyle, to prevent the development of illness, to manage chronic conditions and to support and improve access to health and community services. CDCH strives to collaborate with other organisations to realise its goals. The organisation is funded by a range of sources including Federal, State and Local Government, philanthropic sources, and the private sector. Its main population catchment lies within the Shire of Mt Alexander, however some programs and services may be delivered in other areas of Victoria.

Vision

Facilitating Better Health

Our Values

Health is about your life as a whole

- Healthy lifestyle
- Social, Physical, Mental and Spiritual health and wellbeing
- Includes individuals, family and community

We value you

- We provide compassionate and respectful services
- Your input is important
- We recognize and value the diversity of all people including, but not limited to, Aboriginal and Torres Strait Islander people; lesbian, gay, bisexual, transgender and intersex people; people with a disability; and culturally and linguistically diverse people.
- Clients, staff and volunteers

We are responsive

- Positive outcomes for better health and wellbeing
- Person-centred care for high quality service provision
- Targeted service provision to close gaps
- Facilitating positive life choices through consumer empowerment

We are ethical

- We work to professional standards and uphold the Code of Conduct
- We provide services with integrity and fairness
- We uphold justice and work with diligence and honesty

Position Summary

The position is accountable to the Board of Directors of Castlemaine District Community Health (CDCH). The CEO will maintain and strengthen CDCH's role as a quality, growing organisation and as a recognised leader in and strong contributor to the field of community and regional health. The CEO will lead strategically to oversee the implementation of the strategic plan within the mission, values and priorities of the organisation, ensuring balanced ethical, equitable and efficient program development and delivery, financial, social, and environmental outcomes for the community. The CEO will maintain a positive, healthy and productive workplace and culture, which will provide a quality, responsive, responsible and effective community health organisation.

Position Responsibilities

Leadership and Management

- Provides overall leadership, management and coordination for all services.
- Develops an appropriate organisation structure and implements a pattern of delegated authority and responsibility to ensure the effective and efficient operation of all programs and services.
- Provides overall management and leadership of the staff to achieve the goals of the organisation and encourages the development of teamwork and leadership skills amongst staff in carrying out its various programs.
- Creates and encourages a proactive, responsive and productive work culture.
- Leads the Management Team of the Company to ensure coordination and delivery of effective programs and services to clients of the Company.
- Through Managers ensures budget and services plans are prepared for each program.
- Interprets the principles of management requirements and adapts them for appropriate use in a small organisation, being cognisant of the company's available human and financial resources. This applies to policies and procedures, accreditation requirements, legislative changes and organisational structures.

Strategic Planning and Policy Development

- Drafts a Strategic Plan for the organisation, in consultation with the Board and key stakeholders.
- Prepares an Annual Business Plan.
- Formulates appropriate policies for consideration of the Board and provides advice on all policy and service development issues and decisions.
- Represents the organisation in senior policy development forums.

Financial and Facilities Management

- Prepares budgets for the Company and its various programs and implements procedures to ensure the financial performance is monitored and that action is initiated to correct adverse trends when these occur.
- Prepares accurate, timely and meaningful monthly, year to date and annual financial reports for the Board of Directors and relevant funding authorities.
- Authorises operating and capital expenditure within the limits set by the Board through budgets and other specific approvals and resolutions.
- Manages the assets of the Company and in consultation with the Board plans the utilisation and development of the physical infrastructure to support the activities of the Company.

Risk and Compliance

- Monitor the ongoing compliance requirements with relevant acts and other legislation to ensure that CDCH continues to operate in a complying manner in all areas and at all times.
- Ensure compliance with funding agreements and the achievement of throughput targets.
- Notify the Board immediately upon the discovery of a compliance breach and recommend a course of action to rectify the situation.
- Review and update the risk management framework and make recommendations to the Board on areas of risk.
- Review, update and monitor risk management policies in conjunction with the staff and management.

Service Delivery and Program Management

- Leads, directs and controls the programs and activities of the organisation in order to achieve the vision, goals, policies, service plans and priorities approved by the Board of Directors.
- Creates and maintains strategic partnerships with key service providers to secure integrated and coordinated primary health care for people in the community.
- Provides leadership within the community in order to identify needs and gain commitment of the community, funding bodies, health service providers and other relevant organisations in developing and funding programs to meet these needs.
- Maintains awareness of the range of programs funded by Federal, State and Local Governments and vigorously pursues the funding of programs relevant to people's needs in the area served.
- Through Managers ensures client and statistical records of contacts and meetings with clients, families and groups are maintained.

Quality Assurance and Performance Standards

- Ensures the service develops appropriate performance standards and that processes are in place to monitor, report on compliance and recommend improvements.
- Ensure the Company conducts regular critiques of the services it provides to ensure they are meeting the needs of client groups.
- Initiates quality assurance programs and other activities related to achieving and maintaining the requirements of the QIP Accreditation Program and arranges for staff to participate actively in these programs.
- Utilises benchmarking to assess performance and service standards and to implement improvements.

Community Participation

- Encourages increased use of the service's facilities and promote the idea of community development and local control of services.
- Facilitates community participation in discussions concerning health needs and the development of services to meet these needs.

Communication, Promotion and Public Relations

- Provides the Board of Directors with accurate, meaningful and timely reports on the operations and policies of the Company.
- Ensures effective communication and positive working relationships are maintained within the Company.
- Promotion of the Company, its goals, services and aspirations is critical to its successful operation and development. A major responsibility of the position is to represent and promote the Company to government departments, members of parliament, local government officers, other health service providers, the press and the wider community.
- Develops and maintains links with government departments, other community health centres, relevant community groups and health service providers with a view to promoting the importance of primary health care and its principles and achieving maximum efficiency and economy.
- Positions the service to take advantage of key policy initiatives, changes in demographics and trends in health service provision.

Industrial Relations / Human Resource Management

- Provides overall management and direction of IR/HR for the organisation.
- Ensures effective human resource management practices for staff including their hiring and discharge in accordance with Company policy, various contracts and enterprise agreements.
- Ensures staff receive constructive feedback and have training opportunities to enhance performance and implements appropriate performance assessment and staff development procedures.
- Provides staff with a safe working environment and with necessary equipment and work aids and implements procedures to enhance their occupational health and safety.

Position Requirements

1. Relevant tertiary qualifications in a health related area, or equivalent. Masters level qualifications in Health Services Management will be highly regarded.
2. Experience in working with and providing support to a Board of Directors.
3. Experience and understanding of community health and primary care services in terms of service and policy development, growth and funding sources.
4. Strong understanding of the strategic and business requirements of the primary health and/ non for profit sector
5. Experience in management in a health care setting preferred.

Key Selection Criteria

1. Experience or demonstrated capacity in providing strategic leadership and strategic planning skills, as well as operational experience at the business level.
2. Demonstrated experience leading and developing high performing teams with an emphasis on building a proactive, empowered culture
3. High level interpersonal, communication, negotiation and advocacy skills and experience leading or capacity to lead change management within an organisation.
4. Proven ability to negotiate and partner successfully with funding providers, and other agencies providing related services.
5. Outstanding financial and operational performance in an environment attracting multiple sources of funding.
6. Knowledge and experience of Quality Improvement and Accreditation in Community Health.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

This position description operates in conjunction with the Chief Executive's Key Performance Indicators which are reviewed by the Chair of the Board on an annual basis.

I have read, understood and accept the above position description

Name _____

Signature _____ **Date** _____

**CEO
Name** _____

**CEO
Signature** _____ **Date** _____