

Chief Executive Officer

Remembrance Park Central Victoria



REMEMBRANCE PARKS
CENTRAL VICTORIA



About RPCV

The Remembrance Parks Vision:

Building off our critical success factors, our long-term objective is to ensure we contribute to one vision delivered by a cohesive, focused and effective team across an integrated sector

Our Mission:

Working with our community we will:

- Deliver quality and caring service with compassion; and
- Create and maintain enduring and accessible remembrance into perpetuity

Our Values:

Board members, staff and volunteers of Remembrance Parks – Central Victoria carry the responsibility of upholding our values of:

- Compassion
- Community
- Integrity



About RPCV

Remembrance Parks Central Victoria (Bendigo Cemeteries Trust) is a government owned enterprise established as one of five Class A Cemetery Trusts under the provisions of the *Cemeteries and Crematoria Act 2003*. It is accountable to the Minister for Health through the Department of Health and Human Services, is responsible for the direct management of six sites and has a broader responsibility to provide leadership, support and assistance to over 100 Class B cemetery trusts across Central Victoria. In addition, it has assumed responsibility to manage the Axedale Catholic Cemetery on behalf of the Diocese of Sandhurst.

The business provides the following services to the community:

- A range of cemetery, crematoria, reception and memorialisation services to the community including an evolutionary shift to e-commerce within a new online environment
- Provision of a range of *memorials@home®* products in line with changes in community attitudes to memorialisation
- A suite of community support and development services which includes events, genealogy research and advice, community advice, cemetery tours, and volunteerism opportunities
- Maintenance, preservation and restoration of significant community, cultural and heritage assets
- Enhancing its sites as community parklands that are available for broader community use
- Providing leadership and support to key clients and Class B Cemetery Trusts across Central Victoria.

RPCV is governed by a Board appointed by the Governor-in-Council upon the recommendation of the Minister of Health (s.6A of the Act). The CEO reports to this Board, as do several Board-appointed Committees: the Community Advisory Committee; the Finance Committee; the Audit and Risk Committee; and the Remuneration Committee.

RPCV's current operating budget is approximately \$2.5 million per annum. The staff team numbers around 13 employees in addition to volunteers.

RPCV's strategic objectives as outlined in our Strategic Plan 2016 – 2019 are:

1. Building a sustainable and viable organisation
2. Accessible and improved community facilities
3. Adopting a broader regional focus
4. A more actively engaged community
5. Developing our people.

Within this strategic framework, continuing priorities for RPCV include the delivery of an excellent and compassionate service to the local and regional community; continuous improvement and growth in the business; engagement with the local community and stakeholders; and maintenance of a positive team culture. Immediate business priorities include the acquisition of two cemeteries in Shepparton; the negotiation of a new Enterprise Bargaining Agreement; and a tender process for delivery of outdoor services. The CEO will also work with the Board, stakeholders, and staff team to develop a new strategic plan to commence in 2019.

Further information on RPCV is available at www.rpcv.com.au.



The Role

The Chief Executive Officer (CEO) is a key executive role within Remembrance Parks Central Victoria (RPCV). The position operates out of RPCV's Administration Office in Eaglehawk. RPCV is a not-for-profit Victorian public entity established as one of five Class A Cemetery Trusts under the provisions of the *Cemeteries and Crematoria Act 2003*, and is accountable to the Minister for Health through the Department of Health and Human Services. RPCV is responsible for the strategic direction and commercial operation of six cemetery and crematoria sites, and has a broader responsibility to provide leadership, support and assistance to over 100 Class B cemetery trusts across Central Victoria. RPCV has also assumed responsibility or is in negotiations to manage additional sites in Central Victoria.

The CEO of RPCV will lead a motivated and committed team to drive performance through their inspirational and visionary leadership. The CEO will be responsible for ensuring the organisation's strategic plans, change agenda and customer service outcomes are successfully designed and achieved to drive and maintain commercial sustainability.

The CEO will provide direction and leadership towards the achievement of the RPCV's shared vision, mission and core values, through a collaborative, accountable and community-focused culture. The CEO will demonstrate a modern and dynamic leadership style, and position the organisation to succeed in a changing commercial and government regulatory environment. Critical to this role are strong ethical values, sound business acumen, and the ability to work with a diverse and wide spectrum of people and to represent the organisation effectively. The CEO will also provide support for excellent organisational governance, and ensure that RPCV meets all legislative, regulatory and contractual obligations.



Key Selection Criteria

1. Value alignment: Demonstrated knowledge of and alignment with RPCV's values of Compassion, Community, and Integrity, and the Victorian Public Sector Commission Values and Code of Conduct; and ability to model behaviour aligned with the values.
2. Team leadership: Collegiate and collaborative team leader, with a proven ability to attract and develop talent, inspire a team, and build a positive culture.
3. Stakeholder relationships and representation: High level networking and influencing skills, and proven ability to build positive and productive external relationships and represent an organisation effectively with stakeholders at all levels.
4. Business acumen: Proven good business sense and strategic capability, including the ability to seek out opportunities, develop new business models, operate in a competitive environment, and grow a business.
5. Operational leadership: Outstanding capabilities in leading a range of organisational functions, including management of human, financial, economic and physical resources, while maintaining a value based culture. Experience in a public sector environment would be an advantage.
6. Strategic agility: Demonstrated capacity to drive organisational strategy, introduce innovation and lead positive and successful organisational change.
7. Corporate governance: Sound knowledge of modern corporate governance, compliance, and risk management; and the ability to work effectively with a Board of Directors.
8. Government relations: Proven ability to liaise and negotiate with Government at all levels, and personal presence and intellect to influence Government.
9. Communication skills: High level of written and verbal communication skills.
10. System development: Ability to establish systems, standards, guidelines and principles in relation to the responsibilities of the position.
11. Customer focus: Ability to implement a customer centric approach through an entire organisation. Connection with community: Demonstrated connection with the community of Bendigo and Central Victoria, including an understanding of demographics relevant to the RPCV operating environment.



Remuneration

The Board of Management will negotiate a competitive remuneration package with the successful applicant. A three year GSERP contract with a Total Remuneration Package (TRP) in the range \$125,460 to \$167,280 (GSERP Level 3) will be negotiated with the successful applicant.

The TRP is inclusive of:

- Base Salary
- Superannuation
- Motor vehicle

How to Apply

Applications should include a:

- Covering Letter
- Current CV
- Statement addressing the Position Requirements and Key Selection Criteria; and
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at hrsa@hrsa.com.au

Applications Close: 16 July 2018

Further Information

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Health Recruitment Specialists
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