
Position	Chief Executive Officer
Classification	GSERP Small Rural Health Service D
Award	Individual Contract based on GSERP
Reports to	Board of Management
Direct reports	As per organisational structure
Hours of Work	Full time

Organisational context

Rural Northwest Health provides responsive quality care and community services by empowering a vibrant, committed team that has achieved widespread recognition for innovation in aged care and community engagement.

Rural Northwest Health has a budget in excess of \$20 Million and employs 290 team members across the campuses of Warracknabeal, Beulah and Hopetoun. The organisation has a total of 90 residential aged care (RAC) beds, including 15 in the award-winning memory support unit, 16 acute beds and all three centres have a broad range of community health services keeping our community well at home. Located in the heart of the Wimmera the Yarriambiack Shire is a major grain growing area serving a population of over 7000 people.

Our vision:

- Moving together through change to provide innovative rural health care.

Our mission:

- Rural Northwest Health will provide accessible, efficient and excellent care to our community within the Wimmera Mallee region.

Strategic direction:

1. Build business capability
 2. Respond bravely and innovatively to opportunities that improve local health outcomes
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Position summary

The Chief Executive Officer provides visible leadership and commitment in delivering and supporting the strategic direction set by the board to ensure achievement of Rural Northwest Health's vision, mission and strategic goals. The Chief Executive Officer works in partnership with the board to ensure sufficient and efficient allocation of resources to provide safe, effective, accountable and person-centred healthcare underpinned by continuous improvement.

Core accountabilities

1. Quality and safety
 2. Governance – clinical and corporate
 3. Financial management
 4. Human resource management
 5. Research, Innovation and business development
 6. Partnerships and stakeholder engagement
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1. Quality and safety

- Elevate quality of care within the organisation ensuring the voice of the consumer is at the centre of core business with a focus on quality improvement.
- Communicate and regularly report to the Board with internal and external data on clinical risks, care processes and outcomes, areas for improvement and progress toward excellence in all clinical services.
- Focus on all opportunities and risks that are raised to expand, develop and demonstrate evidenced based quality and safe services.
- Improve the wellbeing of community members supporting them to live well at home
- Provide a service in residential age care that allows residents to live a good life, share their skills and ability and contribute to their community.
- Ensure all services delivered comply with legislation requirements and accreditation standards.
- Ensure infection control and emergency response systems are in place to keep team members, residents, clients and visitors safe.

2. Governance – clinical and corporate

- Work in partnership with the Board of Management to ensure efficient allocation of resources that achieve public value and deliver the organisation's vision for quality and safety.
- Present Rural Northwest Health in a positive manner at a range of local, state-wide, national and international forums.
- Participate in strategic planning and development appropriate to Rural Northwest Health.
- Deliver agreed strategic goals on time and on budget.
- Successfully complete the targets as agreed with the Department of Health and Human Services in the annual statement of priorities.
- Monitor legislative and regulatory changes and align internal policy.
- Maintain a risk register that includes risk mitigation strategies that is regularly presented to the Board for discussion.
- Understand and adhere to the Victorian Public Sector Code of Conduct.

3. Financial management

- Assume responsibility for financial performance to meet productivity and budget targets, managing resources effectively and efficiently.
- In conjunction with the Board of Management, set the budget to reflect the strategic goals and meet or exceed the budget.
- Ensure accurate and timely preparation of statistical and financial reports including annual reports in accordance with various funding requirements.
- Regularly analyse results and interpret the significance of variations from budget of either income, expenses or cash flow.
- Develop and monitor budgets for all sources and applications of funding in conjunction with the Board of Management.
- Ensure the asset register is maintained.
- Liaise with the Department of Health and Human Services on matters associated with contractual obligations, budgets and cash flows.
- Explore investment strategies in collaboration with the Finance, Audit and Compliance Committee that balances risk and maximum return.

- Ensure that all financial and accounting records are maintained safely and securely and prepared for annual audit.

4. Human resource management

- Equip team members to fulfil their roles by providing role clarity at all levels of the organisation along with the necessary knowledge, tools, resources and opportunities to engage and influence the organisation's core business.
- Foster a "just" and open culture of safety, fairness, transparency, learning and improvement in which team members are empowered and supported to enact their roles and responsibilities and to speak up about concerns.
- Lead mentor and develop the team to excel.
- Lead workplace safety and minimise workplace injuries and ensure policies and work practices provide a safe work environment for team members and volunteers.
- Ensure the implementation of human resource management policies that align with current legislation and industrial standards.
- Ensure appropriate selection, recruitment and onboarding systems and processes are in place to ensure that team members are appropriately qualified, skilled and experienced for each role and for the business's needs.
- Ensure performance review and development plans are undertaken with all team members in a timely manner.
- Facilitate ongoing professional development and training of team members and volunteers that provides opportunities for career development.
- Encourage team members in the participation and development of research.
- Ensure and maintain working relationships with volunteers and team members.

5. Research, innovation and business development

- Lead the development and growth of Rural Northwest Health, strategically positioning the health service to explore new opportunities.
- Identify national, state, regional and local directions and trends in healthcare.
- Maximise funding opportunities and effective partnerships to increase services that reduce the burden of chronic disease.
- Deliver a range of management and leadership opportunities for the Rural Northwest Health team.
- Undertake and provide professional development opportunities to enhance and improve the ability and sustainability of Rural Northwest Health.
- Maximise health services locally through expansion of telehealth opportunities.

6. Partnerships and stakeholder engagement

- Establish and maintain contact with stakeholders (including community members and groups, other health services and community health organisations, Primary Health Networks, Primary Care Partnerships, Department of Health and Human Services and other relevant State and Federal Departments, General Practitioners, consultants).
- Engage with the Wimmera Southern Mallee Health Alliance to improve collaboration, reduce duplication and drive change across the region.
- Engage with the community and other partners to enhance decision making, project outcomes and the health and wellbeing of the community members.

- Seek regular feedback from consumers of all services to lead quality improvement recognising that the small and timely changes may be the most significant.
- Participate on regional and local health care committees and consultative groups.
- Develop strong relationships with universities, partners and funding bodies to further enhance Rural Northwest Health's service delivery.
- Maximise professional development opportunities to ensure evidence based health care is provided within scope of practice.

It is expected that the Chief Executive Officer will undertake the role in a manner that is aligned to the vision, mission and strategic direction of the organisation and the following leadership performance criteria.

Shapes strategic thinking

- Creates vision
- Inspires
- Leads and influences change

Forges relationships and engages others

- Establishes and maintains strategic networks
- Communicates clearly and adapts to audience
- Promotes information sharing and the gathering of knowledge

Drives business excellence

- Builds team and individual capability and expertise
- Predicts and plans for future organisational needs
- Promotes safety and quality

Achieves results

- Achieves and delivers results
- Drives organisational effectiveness
- Assumes accountability

Exemplifies personal drive and professionalism

- Models professionalism and emotional maturity
- Engages with risk and shows personal courage
- Promotes and integrates a growth mindset and diversity into the workplace

Key selection criteria

1. Significant understanding of and demonstrated commitment, energy and passion for the Vision, Mission and Strategic Direction of Rural Northwest Health.
2. Extensive Executive level experience in leadership and management within a health service.
3. Demonstrated strong values driven leadership style that encourages constructive debate, using initiative and an evidenced based approach, with a commitment to working collaboratively to achieve agreed vision and objectives.
4. Demonstrated ability to engage with and motivate team members to embrace change in response to a range of imperatives. Strong ability to create a vision for the future and to engage with and inspire stakeholders (Team members, Board of Management and community).
5. Sound understanding of corporate and clinical governance and demonstrated ability to work proactively in partnership with the Board of Management.
6. Exceptional interpersonal skills, written and verbal communication and negotiation skills with demonstrated experience in successfully developing and maintaining collaborative partnerships at all organisational levels and with a wide range of external stakeholders.

7. Strong financial management, business skills and strategic planning acumen with demonstrated experience in effective risk management and a thorough understanding of State and Commonwealth funding.
8. A sound understanding of current issues affecting the health service system (Acute, aged care, primary health and community sectors) and rural and regional communities in particular.
9. Understanding of the role of the health service in responding to community needs within a rural community.
10. Demonstrated sound knowledge of workforce management issues and extensive experience in effectively managing employees.
11. Evidence of ability to recognise and act upon development and growth opportunities for the organisation, with demonstrated experience in accessing traditional and non-traditional funding sources.

Qualifications

- Tertiary qualifications in a relevant discipline (Health, Management)
- Post-graduate qualifications or equivalent experience in management.

Also required

- Current Police Check
- Current Working With Children Check
- Current Driver Licence

Performance

The Chief Executive Officer's performance will be evaluated at the conclusion of three month's service; prior to the completion of the six month minimum employment period as prescribed by the *Fair Work Act 2009*; after 12 month's service and thereafter each subsequent 12 months; on termination or at any other time by request of the Board of Management.

Key performance indicators and a professional development plan will be determined within 4 months of commencement and then reviewed and revised annually. The performance review process will take into account the core accountabilities and the required leadership performance criteria outlined in this position description.

Rural Northwest Health policy is that concerns over skill and performance of employees are addressed wherever possible through a personal and professional development plan that is not related to the Disciplinary Protocol.

Note: Statements in this position description are intended to reflect in general the responsibilities of the position and are not to be interpreted as being all-inclusive.

Employee declaration

I declare that I have read and understand this position description including the leadership performance criteria for this position. I declare that I have the physical ability to fulfil this position and willingness and ability to fulfil the core accountabilities of this role.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

By initialling the top right hand corner of each page I confirm that I have read and understood the position description.

I understand that this is separate to the employment contract outlining my conditions of employment details.

Employee signature _____

Employee name (please print) _____ **Date** ____ / ____ / ____

Board of Management Chairperson signature _____

Chairperson name (please print) _____ **Date** ____ / ____ / ____