



POSITION DESCRIPTION CHIEF EXECUTIVE OFFICER

Position Title:	Chief Executive Officer
Classification:	As negotiated based on Award
Award:	GSERP and Health, Community Services and Ambulance – Management and Administrative Staff (Public Sector – Victoria) Award 2003
Responsible To:	Board of Management
Primary Objectives:	<p>The Chief Executive Officer (CEO) is responsible for implementing the strategic direction of the Health Service as determined by the Board of Management and ensuring alignment with the organisation vision and mission.</p> <p>The CEO will ensure efficient and effective management of the health service while providing strong leadership and setting the culture for the organisation.</p> <p>The CEO is also responsible for the provision of contemporary safe high quality health services that are responsive and appropriate to the needs of the Community.</p> <p>The Health Service must maintain its excellent reputation and meet statutory regulations and Department of Human Services policies and procedures.</p>
Qualifications:	Appropriate post graduate qualification in management or significant progress toward or commitment to the same.
Key Responsibilities:	<ul style="list-style-type: none">• Lead the strategic planning process for SRH and implement, monitor and report regularly to the Board on its advancement.• Ensure the prudent financial management of SRH. Provide appropriate advice to the Board of Management to ensure provision of best practice safe and appropriate care. Ensure SRH abides by all State and Federal Legislation within the Enabling Act• Keep abreast of innovative developments in the health field and where appropriate, recommend new systems and funding streams to the Board of Management.• Draft policies for the consideration of the Board of Management and ensure their effective implemen-

tation and management and review of existing policies

- Lead and motivate staff and manage resources to ensure SRH remains a leader in the provision of rural health services and is an employer of choice.
- Drive a positive culture to create a high performing and engaged team
- Effectively control separate business units of SRH. Maintaining staff, services, financial control and customer satisfaction
- Ensure the Statement of Priorities is specific and current, is signed off and adhered to annually.

SPECIFIC POSITION REQUIREMENTS

Organisation and Direction:

- Provide leadership and continually reinforce the vision, mission and values of the organisation.
- In conjunction with the DHHS and Board, establish performance targets and drive the organisation to achieve these targets.
- Attend all general and special meetings of the Board of Management and sub-committee meetings as defined in the organisation structure. The Chief Executive Officer shall be responsible for all minutes and facilitating agendas and delivering information pertinent to and as required by the Board of Management and relevant sub-committees within the structure
- Oversee the preparation and implementation of an annual operating budget and recommend actions to the Board of Management. Including providing an ongoing forecast financial position for the organisation to year end.
- Regularly monitor the annual operating budget and ensure it is always current and accessible for Management and Executive to implement and drive
- Ensure that effective financial management for the organization is in place to substantiate all auditing, regulatory and Department Human Services requirements.
- Ensure the accuracy, completeness, integrity and disclosure of SRH financial statements through appropriate policies, procedures and internal controls.
- Ensure services are provided, reviewed and maintained through the provision of qualified and competent managers, staff, suitable facilities and equipment.
- In consultation with the Board of Management be responsible for the recruitment, appointment and retention of Executive Staff.
- Ensure that the standards and policies of Stawell Regional Health are continually reviewed to meet accreditation requirements.
- Establish and regularly review Stawell Regional Health's emergency protocols disaster programs

Communication and Liaison:

- Promote to the staff, community and other stakeholders the aims and objectives of Stawell Regional Health.
- Be the recognised channel of communication between the Board of Management, the staff and the community.
- Be responsible for relationships and continue to work with government bodies, local government agencies, other health care providers, other relevant bodies the community and relevant stakeholders on matters pertaining to Stawell Regional Health.
- Maintain and continue ongoing partnerships with relevant stakeholders
- Represent Stawell Regional Health positively at public functions and meetings as required.
- Ensure staff members and volunteers comply with the organisations Code of Conduct in all dealings with patients, residents, other staff members, stakeholders and the community.
- Promote good industrial relations and liaise with unions as required.
- Ensure patients have access to necessary processes which allows them to participate appropriately in achieving their health goals.
- Effectively manage Executive and leadership team to ensure all staff are working within appropriate employment guidelines, defined position descriptions and have relevant contract or employment agreements and that they are annually performance reviewed.
- Effectively manage, direct and assist executive staff in the key areas of finance, human resources and clinical Governance

Provide Advice to the Board of Management:

- The CEO will maintain the excellent relationship SRH has with representatives at both Regional and Head Offices of the Department of Health and Human Services.
- Communicate in a timely manner with the Board on all material matters affecting the organisation.
- Communicate in a timely manner with relevant DHHS representatives on matters affecting the Organisation
- Communicate regularly with the Chair and other board members and ensure the Board is being provided with the information necessary to fulfil its legal and governance duties and responsibilities and to make good decisions.
- The Chief Executive Officer shall manage effectively the public relations of SRH with both internal departments, DHHS, external stakeholders and the general public.
- The Chief Executive Officer must ensure compliance with the SRH Instrument of Delegation as approved by the Board of Management.
- Communicate in a timely way with the Board on all material matters affecting the organisation.
- Communicate regularly with the Chair and other board members and ensure the Board is being provided with the information necessary to fulfil its legal and governance duties and responsibilities and to make good decisions.
- With the Board, ensure effective succession plans are in place for the position of CEO and all senior managers.
- Assist in facilitating Board evaluation, Board training and maintaining Board education in accordance with Safer Care Victoria

Evaluation and Internal Control:

- Ensure senior Executive, managers and leadership are well versed and up-to-date on the annual People Matters Survey to ensure a high rate of completion
- Ensure compliance with Patient Feedback controls, participation and reporting
- Ensure all complaints received are acknowledged, investigated and responded to in a timely manner. Advice from the organisations legal practitioner shall be sought as appropriate. Also ensure all compliments are collated and distributed to the relevant staff and organisation wide where appropriate.
- Ensure that appropriate and effective internal control systems are in place to satisfy the Board of Management and the Auditor General's Office.
- Ensure that staff participate in the best practice Performance Development and ensure annual Review's are conducted.

Safety and Risk Management:

- Ensure the security and maintenance of SRH's buildings, infrastructure and property.
- Maintain a safe and secure environment for staff, patients, residents, volunteers and members of the community.
- Arrange safe custody of securities, titles, agreements and patient valuables,
- act as official organisation with trusts, witness for adoption, wills, as signatory on bank accounts.

- Ensure appropriate risk management controls, systems and processes are implemented and maintained to identify and manage risks and that these processes are reviewed regularly.
- Ensure infrastructure at all sites of Stawell Regional Health is maintained on a register and reviewed regularly

Training:

Attend education and training in accordance with best practice principals, and/or as required by the organisation

Occupational Health and Safety:

- Ensure work practices comply with the rules, regulations and guidelines of the Occupational Health and Safety Act and SRH Occupational Health and safety Policy.

General:

- Maintain strict confidentiality with reference to all matters relating to Stawell Regional Health.

CONDITIONS OF EMPLOYMENT

The appointment will be on a contract basis for an initial period of up to 3 years.

The incumbent is to participate in the organisation's Performance Development and Review Program. This review will be based on progress towards of SRH's Strategic Plan, KPI's drawn from this Position Description and the policies and procedures of Stawell Regional Health.

The terms and conditions of the position will be a combination of the Health, Community Services and Ambulance – Management and Administrative Staff (Public Sector – Victoria) Award 2003 and GSERP.

KEY SELECTION CRITERIA

1. Demonstrated high levels of leadership, organisational and interpersonal skills congruent with the requirement to manage the operational aspects of a multidisciplinary team offering a diverse range of health services.
2. Proven ability to lead the strategic planning process for an organisation and to successfully implement, monitor and evaluate the plan and its outcomes.
3. Proven success in the areas of change management, negotiation, conflict resolution, consultation and motivation of a diverse team.
4. Demonstrated skills and experience in the area of policy development, implementation of policy and compliance with policy and legislation for the purpose of achieving organisational goals.
5. Demonstrated skills and experience in all facets of human resources management, workforce planning, people & culture and industrial relations.
6. Demonstrated knowledge of: funding, current government policies and directions at all levels, and, management of primary care services, residential aged care services, acute health care services and community based services.
7. A demonstrated knowledge and commitment to quality improvement activities and best practice models of service delivery.
8. Demonstrated ability to manage and control the financial resources of an organisation and to develop and implement strategies to reduce expenditure and increase revenue. Has worked with an approach that ensures that organisation work with a comfortable surplus to allow future development of the organisation.
9. Solid financial acumen including the capacity to interpret and report on financial accounts.
10. Demonstrated ability to manage the capital resources of an organisation including planning and management of building projects, infrastructure & equipment and maintenance plans.
11. Experience in the maintenance and review of risk management programs.
12. Commitment to and experience in developing innovative, sustainable inter-agency relationships
13. Has been involved in development of inter- regional planning and sharing of resources.
14. Demonstrate experience in developing strong relationships with local communities and local government.
15. Demonstrate passion for driving the organisation forward.
16. Superior presentation and communication skills and the ability to act as the spokesperson for the organisation.
17. Effectively Communicate the Mission, Vision and values of the Organisation to all staff, driving a positive culture and ensuring Senior Executive and Managers are valued, inspired and live the values of the organisation.
18. Demonstrate integrity, be open and honest and act in a way that reflects the culture and values of the organisation.
19. Engage the wider Stawell community and general public