
Position Description

Chief Executive Officer

Position title:	Chief Executive Officer
Reporting to:	Board of Directors
Direct Reports:	See organisational structure
Employment Conditions:	Fixed term GSERP contract
Performance Review:	Initial review at six (6) months, then annually.

GREAT OCEAN ROAD HEALTH

Great Ocean Road Health is a rural public health service that has campuses at Lorne and Apollo Bay in South West Victoria, providing care along the Great Ocean Road and into the Otways. Our community members are offered acute hospital beds, residential aged care beds, a renal dialysis unit (Lorne), 24 hour urgent care services, medical centres, community health care and in-home support services. Great Ocean Road Health was formed in 2019 with the amalgamation of Lorne Community Hospital and Otway Health. Great Ocean Road Health's priority is to strengthen health outcomes throughout the community and ensure that people are well supported to enhance their wellbeing.

OUR VISION

GREAT HEALTH care for our community

OUR VALUES

- ❖ **Professional:** We deliver excellent, confidential, reliable and safe services to the community. We are dynamic, innovative and adaptable in responding to changing health and social environments. We are proud to deliver person-centred care and are welcoming to all people engaging with the service.
- ❖ **Integrity:** We strongly adhere to moral and ethical principles. We act with sound moral character and honesty and earn trust through our professional behaviour.
- ❖ **Respect:** We value the qualities, beliefs and abilities of individuals and demonstrate empathy and compassion to our clients and each other. We encourage, support and nourish self-esteem. We positively assist learning and development, and are consultative; providing a non-judgmental, accepting environment where needs are acknowledged and considered.
- ❖ **Accountability:** We take responsibility for providing high quality care, services and teamwork. We transparently report and explain; and are accountable for the consequences of our actions.

POSITION PURPOSE

The Chief Executive Officer is responsible for providing executive leadership, effective and efficient management and direction, to achieve Great Ocean Road Health's vision, priorities and strategic directions, along with any future acquisitions and start-ups, in accordance with the Strategic Plan, applicable Delegations, Acts, Regulations, By-Laws, and all other guidelines and policies and procedures.

Under Board direction, the CEO is responsible to lead GORH in providing a world class health service, that is high quality, cost effective and responsive to community needs and Government policy directions.

The CEO is the single point of accountability for patient safety through effective leadership and management of GORH. The CEO is accountable to the Board of Directors for ensuring that GORH maintains an excellent reputation and achieves a balance between efficient service delivery and high-quality health outcomes.

The CEO is the delegated officer as per the health service By-Laws for the total management of all aspects of the service's activities and for liaison between the Board, hospital staff, the community and the Department of Health & Human Services.

THE CEO WILL:

1. Ensure high quality relevant care is delivered to all patients, residents and users of our services;
2. Build and sustain a high performing organisational culture that fosters GORH values;
3. Continue to develop the services of Great Ocean Road Health, and partnerships/alliances with other Agencies to ensure current community needs are met and strategic objectives and potential opportunities are achieved;
4. Develop and maintain an open and trusting relationship with the Board and senior staff;
5. Be accountable to the Board for the management of Great Ocean Road Health's resources ensuring:
 - fiscal responsibility and sustainability;
 - an effective and efficient service;
 - a work environment and culture, which attracts, retains and motivates highly skilled and enthusiastic staff;
6. Promote GORH as a high-quality rural health service provider;
7. Maintain productive relationships with Government Departments and other external Agencies, community organisations and members of the community;
8. Facilitate and implement Great Ocean Road Health strategic planning process and the framework of supporting strategic documents, in consultation with the Board and Government agencies;
9. Ensure Great Ocean Road Health complies with and fulfils its obligations under the Health Services Act, Financial Management Act and other relevant legislation in a climate of responsible corporate and clinical governance;
10. Ensure that all the necessary certifications, accountabilities and accreditation standards of the National Standards, Community Common Care Standards, General Practice and Aged Care Accreditation are attained.

KEY SELECTION CRITERIA

1. Essential Education:

- Tertiary qualifications in commerce, business management or health administration.

2. Essential Skills, Attributes and Requirements:

- Experience in managing and providing leadership to a multi-disciplinary team in a health services environment.
- Knowledge of and experience in public sector health services, at senior management level in a “wellness” model health service.
- Ability to lead and motivate people, and to adopt an entrepreneurial approach in relation to service provision and fundraising.
- Excellent written and oral communication skills, including the capacity to influence and negotiate in a sensitive and effective manner.
- Financial Management experience.
- Project management skills and expertise.
- Proven understanding of the application of quality improvement programs and best practice.
- Experience and/or knowledge of corporate governance and the capacity to work effectively with a Board of Directors.
- A demonstrated ability to establish and maintain productive relationships with a range of external clients, community and other stakeholders.

3. Desirable Attributes:

- Experience with mergers/amalgamations of health organisations and change management capability.
- Detailed knowledge of the Australian Health Industry and current developments in rural and regional health.
- An understanding of the role of the Health Service in responding to the needs of our community within a rural and regional location.
- Demonstrated ability to meet the emerging challenges and changes within the Public Hospital system, including a deep understanding of health service funding and service provision, in acute and residential care, including Accreditation standards.
- An understanding of Multi Purpose Services (MPS) and Small Rural Health Services (SRHS)
- A knowledge and understanding of Government and a regulated business environment.
- Eligible to be a member of the Australian College of Health Service Executives and/or a relevant professional association.

KEY FOCUS AREAS

KEY FOCUS AREA	DESCRIPTION
LEADERSHIP & ORGANISATIONAL CULTURE	<p>GORH strongly supports Equal Opportunity and Access to Services, and expects all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, sexual diversity and orientation.</p> <p>The CEO will</p> <ul style="list-style-type: none"> • understand and adopt GORH values in all areas of responsibility, with attention to patient and client, teamwork and community orientation. • Promote and enhance GORH in line with our vision to be recognised as a highly reputable health and community service provider within the region. • Provide leadership that models and facilitates professionalism, transparency, innovation, teamwork and encourages personal initiative; and create a harmonious climate in which staff have a clear understanding of their responsibilities for behaviours that align with the GORH values. • Ensure the Board/ CEO relationship is healthy and there is a high confidence at Board in regards to Clinical Governance oversight and outcomes. Act as the principal adviser to the Board on matters impacting on the efficient discharge of its responsibilities under the Health Services Act and other relevant legislation, providing timely, accurate and honest advice and information to the Board. Communicate policies and decisions of the Board to all staff and the community (as appropriate), ensuring their efficient and effective implementation and evaluation. • Act within the Delegation of Authority and ensure that the organisation’s By-Laws and Standing Orders appropriately service the contemporary needs of the organisation, highlighting to the Board the need for review/revision when necessary. • Develop and recommend to the Board, strategic and business plans consistent with Great Ocean Road Health’s Mission Statement and its overall objectives; meet policy directions of the State and Commonwealth Governments and the health needs of the community. Ensure a strategic plan is in place, an annual business plan is developed and reported to Board, and Annual Quality of Care reporting is undertaken. • Undertake relevant Professional Development to ensure skills are up to date and in accordance with best practice guidelines.
QUALITY, CLINICAL CARE & RISK MANAGEMENT	<ul style="list-style-type: none"> • Ensure appropriate services are provided to enhance the delivery of high quality care to patients, residents and all users of the GORH’s services in line with an integrated ‘Wellness Model’ of healthcare, within the approved policies, legal and ethical framework of the organisation. • Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained. • Understand and proactively work within Occupational Health and Safety Acts, regulations and codes of practice. • Understand the quality standards and accreditation requirements relevant to the role and ensure systems and processes are consistent. • Lead or participate in quality activities in ensuring that opportunities for improvement are actively explored and best practice is achieved. Partner with patients, carers and other consumers in activities to improve the safety and quality of care. • Ensure the organisation has effective systems in place for safeguarding personal safety of staff, residents and patients and emergency and incident response, including natural disaster preparedness.

KEY FOCUS AREA	DESCRIPTION
FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • Ensure prudent and effective financial management in compliance with all statutory and legal requirements; ensure strategic targets are met within agreed budgets, an efficient and viable service is provided and all revenue generating opportunities are optimised. • In conjunction with the Board and in the context of sustainability, develop annual budgets and financial plans and manage the daily financial operations and regular reporting of actual results against budget. • Ensure that all funds, physical assets, including all buildings, equipment and motor vehicles owned or leased by the hospital are appropriately safeguarded, maintained, insured and administered. • Assist the Board in the development and implementation of fundraising initiatives required to help finance capital improvements and maintain appropriate levels of services.
STAKEHOLDER RELATIONSHIPS	<ul style="list-style-type: none"> • Provide timely information and resources to community groups and organisations regarding the health service, and other relevant community healthcare matters. • Promote, and support community participation and engagement with GORH, including through fund raising activities and by fostering and maintaining voluntary activity within the organisation. • Enhance the image of the Great Ocean Road Health through the active promotion of its achievements and opportunities through a variety of media (print, radio, TV, social media and Great Ocean Road Health Website) and in consultation with the Chair as appropriate, undertake the role of media spokesperson for GORH and/or authorise relevant personnel to make statements to the media in accordance with the Delegation of Authority. • Represent GORH on appropriate professional bodies, public forums and other speaking engagements in a manner which promotes and enhances the hospital's standing and reputation.
PARTNERSHIPS	<ul style="list-style-type: none"> • Strengthen and develop productive relationships with relevant community groups and service providers Ministers and other Members of Parliament, Government Departments and Agencies, Shire Councils and other stakeholders to maximize the benefit to GORH. • Ensure continued participation and development of partnerships with other health services in the region that will enhance service delivery by Great Ocean Road Health.
CORPORATE MANAGEMENT	<ul style="list-style-type: none"> • Manage the implementation of the organisation's strategic plan and underpinning business and operational plans, establish challenging but attainable performance indicators and targets. • Ensure staff participation in the operational planning processes and their commitment to the achievement of the organisation's strategic targets. • Ensure effective human resource management practices are implemented and monitored throughout the organisation in line with relevant legislation. • Optimise participation and development of the South West Alliance of Rural Health (SWARH) to maximise benefits to the organisation and rural health service delivery. • Ensure accuracy and compliance with relevant legislative and funding body guidelines for data collection, statistical reporting and records management.

SCOPE OF PRACTICE

The Chief Executive Officer will be limited to:

- Activities described within the position description
- Other activities as agreed with Board of Directors

AGREEMENT

Pre-Employment Health Declaration

Prior to any person being appointed to this position, it will be required that they disclose full details of any pre-existing injuries or disease suffered, or existing injuries or disease that a person continues to suffer of which they are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment.

Position Description Approved _____ Date _____
Board Chair Signature

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I acknowledge that GORH Board may alter the duties of this position description if and when the need arises. Any such changes will be made with the affected employees(s). I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment

Employee Signature Date _____

Employee Name (please print)