



## Position Description – Chief Executive Officer

**POSITION TITLE:** Chief Executive Officer

**RESPONSIBLE TO:** Board of Directors. Members of the Board of Directors serve in a voluntary capacity.

**OBJECTIVES:**

To provide for the healthcare needs of the community by delivering high quality, well co-ordinated and efficient healthcare services.

**RESPONSIBILITIES:**

- Responsible and accountable to the Board for managing and directing the organisation to achieve the objectives of Euroa Health.
- Ensure the optimum and effective use of assets and human resources.
- Provide cost effective clinical services and a high quality level of care to the community.
- Represent Euroa Health in negotiations with the Department of Health & Human Services, other Government Bodies and key stakeholders.
- Develop and review policy and plans, organise and control major functions relating to the operation and administration of the organisation.
- Direct the policy and operations of the organisation for the achievement of short and long term planning and policy objectives.
- Establish organisational plans, objectives, policies and programs incorporating KPI's, standards and targets. Analyse economic, social, technical, legal and other data or trends to ensure the services of the Euroa Health align with community needs.
- Oversee the preparation of the annual business plans, consolidated budgets, required reports and forecasts for presentation to the Board.
- Appraise the activities of the organisation according to strategies and objectives, and monitor and evaluate performance. Consult with Management Team and staff.
- Support and encourage staff members to undertake further education.
- Oversee the Risk Management Program (clinical and non-clinical) to minimise risk at Euroa Health.
- Provide regular risk management reports to the Board.
- Mentor and coach staff to ensure a high level of competence and capability is maintained within Euroa Health. This will give particular emphasis to improved culture and customer service.
- Oversee the quality improvement and accreditation programs at Euroa Health.
- Oversee the development and implementation of all organisational activities to protect assets and the interests of the community. Ensure the security and development of assets and resources.





## Position Description – Chief Executive Officer

- Promote Euroa Health at conventions, seminars and official occasions.
- Liaise with the community to ensure their needs are being serviced.
- Within approved delegations level, authorise funds to implement policies, programs and business strategies.
- Provide overall direction and management of enterprises, including personnel, technological resources and assets.
- Select or approve the selection and training of senior staff. Establish lines of control and delegate responsibilities to staff.
- Ensure all the organisation's activities comply with relevant Acts, legal demands and ethical standards.

### KEY SELECTION CRITERIA

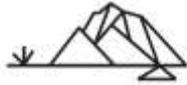
#### Qualifications:

- Tertiary qualification in Health.
- Relevant postgraduate qualification/s and or technical qualifications.
- Membership of relevant professional college/organisation.

#### Experience:

- Substantial and proven experience in the leadership and management of a small to medium sized rural health service . A background in health service management, development and change management at a senior level would be advantageous.
- Detailed knowledge of the health industry, private health services, hospitals, residential aged care, primary health and community services sectors. Sound regulatory knowledge and a visionary outlook to trends and developments.
- Excellent understanding of management issues in complex organisation, principles of health service evaluation, risk management, quality and safety.
- A proven record of sound financial management, human resources management, clinical governance principles and Australian health care systems and regulations.
- Demonstrate advocacy skills in public or private sector. Experience in negotiations, networking and developing and maintaining relationships with all stakeholders.
- Sound understanding of public health governance and experience working with a Board of Directors. Capable of providing support to the organisation's governing body to promote a culture of safe, inclusive quality care and services and be accountable for their delivery.
- Demonstrated strategic leadership capabilities with experience in strategic thinking, planning and overall development of business strategies and delivery on those strategies.





## Position Description – Chief Executive Officer

### Key Performance Measures:

Key strategic tasks are established by the Board of Directors each twelve months. These tasks form the position's performance indicators and are used as a basis for annual performance appraisals of the Chief Executive Officer.

### Key Results Areas:

Key Result Area	Strategic Tasks (include, but are not limited to)
Clinical Services	Responsible for the performance of Euroa Health's clinical and support service activities. Planning of health services to meet changing needs of the community.
Controlling, Regulating and Reporting	Develop and monitor appropriate systems, statistics, reports and records to administer the day to day business of Euroa Health  Ensure compliance with legislation, regulations, agreements and policies of the relevant statutory authorities.  Provide agreed reports to the Board of Directors.
Financial Management	Develop annual budget for approval by the Board  Monitor operating budget and performance against agreed targets.
Staffing and Organisation	Coordinate all aspects of the Senior Team employment, employee relations, personal and professional development, performance management, and remuneration.  Advise Board of the staff establishment needed to provided services across Euroa Health.  Provide high level of leadership with demonstrated organisational and interpersonal skills.
Research, Planning and Service Development	Develop and implement policies and procedures, which ensure the proper management of Euroa Health.  Assist the Board in the strategic planning process and successfully implement, monitor and evaluate strategic and business plans.  Develop annual business plan.
Quality and Safety	Promote and monitor quality and safety activities and programs and ensure compliance with accreditation, relevant standards and legislation.
Communication and Information Management	Communicate with all areas of Euroa Health to ensure a coordinated approach to the business and operations of Euroa Health.  Provide information to the Board of Directors on the progress of strategic and business plan objectives.  Foster collaborative working relationships.  Liaise and consult with external organisations and community groups.  Represent Euroa Health in professional organisations and in policy making





## Position Description – Chief Executive Officer

	initiatives at both a local, state and national level.  Participate in committees and working parties as required.
Personal/Professional Development	Maintain current knowledge of relevant legislation, regulations, guidelines and standards.  Participate in relevant continuing professional development.  Participate in annual performance review.
Continuity of Care	Oversee the development and implementation of new service initiatives that contribute to improving the continuity of care.
Risk Management	Oversight of the Euroa Health Risk Management Framework.  Provide Risk Management reports to the Board and relevant subcommittees.

<b>Review:</b>	An initial review will be undertaken within the first six months and then on a yearly basis.
<b>Employees Name:</b>	
<b>Employees Signature:</b>	
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Date:</b>	August 2019

