



POSITION DESCRIPTION

POSITION TITLE	Chief Executive Officer (CEO)
DEPARTMENT	Administration
REPORTS TO	Board of Directors
DIRECT REPORTS	Director of Clinical Services Director of Medical Services Corporate Services Manager Manager People and Culture Primary Care Manager Executive Assistant
AWARD	GSERP
CLASSIFICATION	QJ2
DATE OF PD CREATION/AMENDMENT	August 2019
CREATED/AMENDED BY	Chief Executive Officer

Note: All Chief Executive Officer appointments are subject to ratification by the Department of Health and Human Services (DHHS)

POSITION OBJECTIVE

The Chief Executive Officer is responsible for implementing the strategic direction of the Health Service, as determined by the Board. The Health Service must maintain a professional standard and meet statutory regulations and Health Service policies and procedures.

RESPONSIBILITIES & PERFORMANCE INDICATORS

- Comply with directions as outlined in the Delegation of Authority as approved by the Board.
- Provide reports and advice to the Board to ensure quality and safe of care and effective and efficient services provided.
- Provide monthly financial reporting to the Board.
- Ensure that the Health Service is abiding by all State and Federal Legislation.
- Keep abreast of innovative developments in the health field and when required, recommend new systems and funding streams to the Board.
- Draft policies for the consideration of the Board and ensure their effective implementation.
- Provide regular reports to the Board on progress towards achievement of Strategic Plan through the Annual Business Plan and Statement of Priorities (SoP) processes.
- Chief Procurement Officer (CPO) responsibilities as per HPV Procurement Governance Framework

Organisation and Direction

- Attend all meetings of the Board, and Board sub- committees and be responsible for all minutes as well as completion of actions and information required. Prepare and recommend a budget, review the expenditure performance against budget and recommend to the Board and initiate action when necessary.
- Ensure that effective financial management for the organisation is in place to substantiate all auditing and DHHS and Commonwealth Department of Health (DoH) requirements.
- Ensure an effective risk management program is in place that is aligned to industry standards and outcomes.

- Maintain a copy of the By-Laws and Standing Orders of the Board and keep a file of such rules and by-laws for official use, and shall insert therein any new rules and by-laws as soon as they have been confirmed and communicate them to the person or persons to whom they may apply.
- Ensure services are provided through the provision of qualified competent staff as well as adequate facilities and equipment
- Be responsible for the recruitment and appointment of staff through the Manager People and Culture
- Ensure that the standards of the Service are continually reviewed to meet the requirements of all Accreditation processes.
- Establish and review the Health Service's Emergency Protocols and Disaster Response Program.

Communication and Liaison:

- Promote the aims and objectives of the Health Service to staff and the community.
- Be the recognised channel of communication between the Board, the staff and the community.
- Be responsible for liaison with government bodies, local government agencies, other health care providers, other bodies and the community on matters pertaining to the Health Service.
- Represent the Health Service in public at functions and meetings as required.
- Promote professional and respectful behavior of staff when interacting with patients, residents, other staff members and members of the community.
- Promote good industrial relations with the relative health sectors and deal effectively and efficiently with matters brought before him/her.
- Develop and maintain strong partnerships within the Loddon Mallee Region.

Evaluation and Internal Control:

- Ensure that all complaints received are investigated and acknowledged, responded to in a timely and effective manner relative to industry benchmarks. Seek advice of the Health Service's legal advising agency as appropriate.
- Ensure that appropriate and effective internal control mechanisms are in place to satisfy the Board and the Victorian Auditor General's Office (VAGO).
- Ensure that staff participate in the Health Service's People Excellence Program.

Safety and Security:

- Ensure the security of the Health Service's buildings and property.
- Maintain a safe and secure environment for staff, patients, residents, clients and members of the public.
- Arrange safe custody of securities, titles, agreements; act as official Health Service witness for legal documents, act as signatory on bank accounts and as the recognised channel of communication between the Board, Government, officials, employees and the public.

Professional Development

- Be available to attend appropriate courses of professional development as required by the Health Service and the Board.

Occupational Health, Safety and Wellbeing

- Perform duties to work in accordance with the rules, regulations and guidelines of the Occupational Health and Safety Act and Health Service Occupational Health and Safety, Wellbeing Policy.

General:

- Maintain strict confidentiality with reference to all matters relating to the Health Service and clients. Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.
- Be committed to the Health Service's Quality Improvement program to encourage excellence of care.

QUALIFICATIONS

Post graduate qualifications in health management or business related fields.

CONDITIONS OF EMPLOYMENT

- The appointment will be on a contract basis in line with DHHS regulations. The terms and conditions of the Government Sector Executive Remuneration Panel (GSERP) will apply to hours of work, annual leave, sick leave, bonuses, and salary adjustment.
- Bi-Annual performance reviews will be undertaken to ensure progress towards the strategic plan is progressing satisfactorily and based on established criteria.
- Current satisfactory National Police Check and Working with Children's Check.

KEY SELECTION CRITERIA

- | | |
|-------------|---|
| KSC1 | Demonstrated high levels of leadership, organisational and interpersonal skills, congruent with the requirement to manage the operational aspects of an integrated rural health service, with an understanding and commitment to the philosophies of a learning organisation. |
| KSC2 | Demonstrated interpersonal skills and experience in human resource management and industrial relations including change management, consultation, negotiation and motivation. |
| KSC3 | Proven ability to lead the strategic planning for an organisation and to successfully implement, monitor and evaluate an organisational strategic plan. |
| KSC4 | Demonstrated knowledge and commitment to quality improvement, risk management, compliance and best practice models of service delivery. |
| KSC5 | Demonstrated ability to manage and control the business and financial resources of an organisation and to develop and implement strategies to enhance revenue and improve business performance. |

- KSC6** Demonstrated ability to manage the capital resources of an organisation, including planning and project management of building works, equipment funding and maintenance plans.
- KSC7** Demonstrated knowledge of funding and current government policy and direction of acute, aged residential, community and primary health care services including emphasis on consumer driven models of care.
- KSC8** Demonstrated ability to lead service development, including change and strategy in a partnership environment.

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with REDHS' Occupational Health and Safety, Wellbeing policies and procedures and to participate in appropriate safety education and evaluation activities.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the Intranet site.

PERSON CENTRED CARE

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports people's physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

VALUES & CONDUCT

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

Values and Behavioural Goals

Respect –

Treats clients, patients, families, visitors and colleagues with respect, dignity and understanding
Communicates accurately & honestly in an open and respectful manner.
Attentive & respectful when listening and responding to others.

Equity -

Provides equitable levels of quality service across all areas of REDHS, understanding and attending to the needs of each individual client or group.

Diligence

Performs role with appropriate level of responsibility, is accountable for tasks and outcomes within their control.
Demonstrates attention to detail and care in attending to tasks and clients.
Proactive in decisions and actions related to their role and offers suggestions for improvement where appropriate.

Honesty

Is open, honest and fair in communications and dealings with others.
Builds trust by respecting the ideas & contributions of everyone; works well with others. Encourages others on a regular basis; contributes to positive morale & spirit within the team and welcomes new ideas and colleagues.

Service

Meets commitments using available resources and stays focused on REDHS priorities. Displays persistence & tenacity to overcome obstacles.
Demonstrates a commitment to REDHS by adhering to its stated values, policies & procedures. Does the right thing and conducts themselves in an ethical manner.
Seeks creative solutions to workplace challenges.
Develops self, learning from failures as well as successes.

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the Board.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on health service grounds, in buildings and offices, or in any vehicle.

All staff are required to provide a current Police Records Check prior to commencement. A Working With Children Check is also required for this position.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description

NAME (please print)

SIGNATURE

DATE

Board Chair

Signed on behalf of REDHS

NAME (please print)

TITLE

Board Chair

SIGNATURE

DATE