



POSITION DESCRIPTION

POSITION TITLE:	Chief Executive Officer
DIRECTORATE/TEAM:	Executive
CLASSIFICATION & AWARD:	As negotiated based on Public Health Services/hospital Chief Executive Officer Executive Contract
RESPONSIBLE TO:	Board of Management

STAWELL REGIONAL HEALTH

Stawell Regional Health is a culturally responsive organisation providing person centred care. We maintain a program of continuous quality improvement involving each and every individual.

Our Vision – Caring for our Community

Our Mission – In partnership with our community, Stawell Regional Health will deliver high quality care and improve health outcomes by providing safe, accessible and integrated services.

Our Values

Our values represent the key areas our workforce commits to every day and play a critical role in shaping how we operate as an organisation.

Community CARE – Our community speaks to those we serve, those we work alongside, those we partner with and those we are accountable to.

Compassion – We are kind and considerate in our care for others

Accountability – We each take personal responsibility for our decisions and actions

Respect – We value how people are different and diverse

Excellence – We continually strive to deliver quality, efficient, and evidence-based services

POSITION PURPOSE

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.

The CEO will ensure efficient and effective management of the health service while providing strong leadership and setting the culture for the organisation.

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.

The Health Service must maintain its excellent reputation and meet statutory regulations and Department of Human Services policies and procedures.

KEY ACCOUNTABILITIES, RESPONSIBILITIES & DUTIES

Key Responsibilities

- 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 implementation 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.
- Notify the Responsible Minister of any significant issue of which the Accountable Officer is aware that has affected or may affect the Agency's or State's financial management, performance, sustainability or reputation.
- Notify their Portfolio Department's Accountable Officer of any significant issue of which they are aware that has affected or may affect SRH's of State's financial management, performance, suitability or reputation.

KEY SELECTION CRITERIA

- KSC 1** Tertiary qualifications in commerce, business management or health (preferably with post-graduate qualification in business and health service management or administration).
- KSC 2** Extensive leadership and senior management experience in the health sector (including membership of a relevant professional organisation) with demonstrable experience in leading the strategic planning process for an organisation and successfully implementing, monitoring and evaluating the plan and its outcomes. Experience as a CEO or COO of a hospital or medical center is highly desirable.

- KSC 3** Excellent understanding of principles of evaluation, clinical governance and risk management in a health service as well as a sound understanding of Public Health Governance and experience working effectively with and maintaining a strong relation with a Board of Management. This will include a demonstrated knowledge and commitment to quality improvement activities and best practice models of service delivery
- KSC 4** Strong values-based leadership skills with a proven ability to successfully lead organizational change, manage and motivate staff, resolve conflict, promote the creation of a positive workplace culture and develop teams of high performers.
- KSC 5** Demonstrated understanding of the health service industry, experience of Commonwealth and State health policies and programs and a detailed familiarity with Commonwealth and State health funding systems and policies across primary care services, residential aged care services, acute health care services and community based services.
- KSC 6** A track record of success in the financial management of a health service, combined with operational ability to maximise an on-going balanced financial position and including planning and management of building projects, infrastructure & equipment and maintenance plans.
- KSC 7** High level interpersonal skills including a demonstrated ability to build and maintain rapport and effective relationships with a broad range of stakeholders including local communities and government as well as the medical workforce and other similar agencies. In particular you will demonstrate successful experience in GP relationship management
- KSC 8** 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.
- KSC 9** Demonstrated successful experience in change management and health service operations management.

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 the Public Hospital Executive contract.

DECLARATION

SRH reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

I have read this position description and understand its contents.

Signed : _____ Date : _____

Name in print : _____

Board Chair

This position description accurately describes the essential functions assigned to this position.

Signed : _____ Date : _____

Name : _____