

Position Title	CEO RAC		
Department	Rumbalara Aboriginal Cooperative		
Reporting Manager	Board of Directors, RAC	Employment Status and Salary	Full-time \$

ROLE PURPOSE

Provide leadership and direction to ensure Rumbalara succeeds in its aim to be the leading ACCHO dedicating its resources, talents and skills to improve the health and wellbeing of the community

KEYSELECTION CRITERIA

- Bachelor or Masters degree in relevant areas; must conform to established guidelines
- Demonstrated skills and knowledge for the concepts and practices of strategic management and organisational change
- Superior negotiation (especially with external agencies), consultative, interpersonal and management skills
- In-depth knowledge of funding and financial issues
- Knowledge and understanding of Aboriginal and Torres Strait Islander culture
- Substantial knowledge of and experience in health and community services organisations; including prior experience in ACCHO at the senior management level
- Demonstrated ability to provide leadership and strategic thinking to organisations in dynamic environment

KEY RESPONSIBILITIES**1. Technical Capabilities*****Effective governance of RAC and high-quality delivery of its services***

- Strengthen the profile of Rumbalara as the preferred *accredited* provider of services within the catchment area; monitor and take appropriate measures to improve client satisfaction
- Analyse economic, industry and market trends together with relevant Government policies and take necessary actions to align Rumbalara accordingly
- Manage and grow the assets of the organisation
- Implement strategic, annual and quality plans as approved by the Board
- Report quarterly to the Board on the risks and mitigation strategies identified in the Organisational Risk Management Profile and Legislative Compliance Profile

Strategic planning to ensure a sound financial future for Rumbalara

- Lead the development of business plans for all service areas and ensure it is aligned to the RAC's strategic plan
- Work with all Directors and other relevant staff to ensure that appropriate resources including human capital is available to achieve the business plan
- Monitor and track performance against strategic objectives; take corrective action where required
- Increase the income stream with an aim to have 20% of the funding base to be self-generated by 2018
- Supervise and evaluate all financial plans and projections, make budget presentations and provide accurate and timely financial reports to the Board and Community, as required
- Actively seek opportunities for grants funding and other revenue sources and provide corresponding business plans to the Board

People Leadership with a focus on capability development

- Provide leadership in setting and tracking of the mission, values, long-term strategic plan, performance objectives and operational policies of Rumbalara
- Provide transformational leadership in developing and implementing innovative strategies to secure Rumbalara's financial future
- Provide transformational leadership in developing and implementing people strategies including Performance Management, Staff Absenteeism, Staff Satisfaction Surveys, grievance Management and Disciplinary Action processes, Training and Development among others
- Build and share knowledge around Rumbalara's success through research and maintain a high level of understanding of the key issues which impact the community

- Ensure that the Directors develop and maintain long-term relationships with relevant external agencies
- Develop capability of all staff with a short term focus on qualifications and long term focus on succession planning
- Take personal effort to coach the executive team in people leadership, strategic thinking and organisational transformation

Internal and external stakeholder management

- Advocate and advance an integrated service model embracing aged and community care, by working closely with relevant stakeholders including government agencies, clinicians, primary health care providers and the local community
- Ensure effective and long-term relationships with stakeholders – community, AAV, DHS, ILC, OATSIH, Victoria Police, GV Health, Universities, Councils, ACCHO's private service providers, other relevant public and private agencies
- Develop an annual Communications Plan for the Board, Elders Council and broader community; ensure implementation
- Ensure that Rumbalara continues to undertake research which can inform service development and influence policy and funding bodies

2. Behavioural Capabilities

- Demonstrate commitment to RAC's values and behaviours – serve the community, work together, act with integrity and respect other people (a copy of this is available to view)
- Display leadership qualities at all times - Self Awareness, Results Driven, Willingness to empower others, Accountability and ability to lead change, Be responsible for self-management and drive for improvement

EMPLOYMENT CONDITIONS

- All staff are required to sign a confidentiality agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at Rumbalara will be tied to existing contracted funding arrangements

Accepted: (Employee) (Employee Signature)

Date:

In accepting this position, I hereby agree to the duties as set out in this Position Description

Approved: (Chairperson, RAC Board of Directors) (Chairperson, RAC Board of Directors Signature)

Date: