



POSITION DESCRIPTION

- POSITION TITLE:** Chief Executive Officer ("CEO")
- POSITION TENURE:** Fixed Term Contract for 3 years
- REMUNERATION:** As determined by the Board
- REPORTS TO:** Board of the Ngwala Willumbong Aboriginal Corporation

ORGANISATIONAL CONTEXT

The Chief Executive Officer is responsible and accountable to Ngwala's Board of Directors for the day-to-day management of Ngwala and delivery of its programs. It is the prerogative and responsibility of the Chief Executive Officer to determine the work, organisational and management priorities within the context of agreed objectives and policies.

KEY RESPONSIBILITIES

Responsible for implementing the strategic directions of Ngwala, as delegated by the Board of Directors. Ensure that the organisation's operations are consistent with the mission vision and strategic direction of Ngwala set and approved by the Board.

Ensure that any policies developed and approved by the relevant governance committee, including Board level policies are implemented. Communicate and build effective working relationships with community members, government and non government organisation's, funding bodies, and key stakeholders within the sector.

The CEO must work closely with the Finance Manager (FM), key leadership staff and Board Finance Committee to prepare annual budgets to be presented to the Board of Directors (Board) for approval. The CEO has responsibility to ensure any financial risks are managed and reported through to appropriate governance committees. The CEO will be expected to operate with a high degree of independence in devising and implementing their own and key senior staff work plans while managing strategic priorities for the organisation.

POSITIONS/FUNCTIONS UNDER DIRECT SUPERVISION

The CEO will directly supervise the Key Management personnel and any employee that works directly for the CEO.

DUTIES AND RESPONSIBILITIES

Strategy Development

- Present for the Board approval an Annual Action Plan which reflects the strategic plan and key priorities set by funding bodies, including financial KPI's and management of the annual approved budget.
- Provide progress reports to the Board against the Annual Action Plan and Financial Performance.

- Inform the Board about funding opportunities, threats, risks and strategies relating to fiscal sustainability, major change processes and reform, along with sector and regulatory issues and trends, which may impact on Corporation's goals and operations.
- Ensure that Corporation is strategically aligned with other services, if any, where partnership opportunities may exist across Victoria.
- Identify new business opportunities and strategies for delivery to the organisations' clients and the community.
- Develop together with FM and the Board Finance, Risk and Audit Committee (FRAC) the annual budget and monitor the financial budget. Advise the Board within one month via FRAC when budgets are under or over spend.

Leadership

- Establish a strong relationship with the Board, particularly with the Chair.
- Establish relationships with members and other stakeholders.
- With Board guidance, facilitate the development of the Corporation's organisational policies and articulate these policies to staff, government and non-government agencies, funding agencies and service providers.
- Together with the Board represent the Corporation to peak Aboriginal Corporate bodies and to community, regional, State and National interests over policy development and planning and service provision.
- Ensure that the Corporation organisation and its purpose, programs and services are consistently and positively represented to the community and relevant stakeholders.
- Demonstrate high quality leadership and personal and professional integrity and support the development of staff and managers.
- Create a work environment, which attracts and retains appropriate talents.
- Ensure the organisation deals with fairness, transparency and integrity with employees, service providers and government and non-government agencies.
- Create a culture whereby employees perform with a focus to deliver relevant programs to the community, and the workplace is free from intimidation, lateral violence, bullying and harassment.

Operations

- Develop and implement processes that will ensure the achievement of the Corporation's strategic direction and goals on time and within budget.
- Ensure that programs deliver quality services and meet agreed commitments to the Corporation's clients and funding obligations.
- Put in place appropriate operational and business plans, controls and risk management strategies.

- Ensure adherence to corporate governance and that operations conform to the relevant statutory requirements and performance Contracts with service/funding providers.

Resource management

- Oversee the development and implementation of policies and procedures for human resources, information systems/management and financial management.
- Ensure effective staff management practices are in place including Code of Conduct, attendance and disciplinary policies.
- Ensure that there are clear and appropriate practices in performance management of employees and identify training programs that will meet skill development needs.
- Manage a safe and healthy workplace environment.
- Ensures that financial control and compliance is maintained and met in accordance with approved budgets.
- Recommend funding plans to the Board.
- Plan and manage the Corporation's revenue and expenditure.
- Ensure the transparency and integrity of financial reporting.
- Demonstrate a personal understanding of appropriate ways of working with Indigenous clients, staff and the Indigenous community, recognizing this is a continual journey of learning.
- Ensure that all staff understand and apply culturally appropriate ways when working with all clients and communities.

ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS

- Australian citizenship or permanent Australian residency as defined by the Commonwealth Immigration Act or a valid work visa for the duration of the advertised term.
- A valid and current driver's licence.
- Travel may be required.
- National Police Record check/clearance.
- Working with Children's Check if required.

SELECTION CRITERIA

ESSENTIAL

1. Leadership, Initiative and Judgement:

Experience working with a Board of Directors demonstrating capability and a high level of personal and professional integrity in business, professional relationships and financial matters. Experience achieving outcomes and deliverables for an organization and identifying opportunities for implementing organisational strategies.

2. Strategic Planning and Business and Operations Management in a Health Services Environment:

Substantial experience in a relevant senior management position. Ability to achieve organisational objectives through strategic/business planning and management of strategic direction set by the Board. Ability to develop and implement strategic, project and business plans and manage human, financial, information and material resources. Skills in policy development, and business planning.

3. Financial Management:

Ability to manage the financial affairs of an organisation, including budgeting, financial management and reporting, and ensuring compliance with legal and funding obligations.

4. Analytical and problem solving:

Strong analytical and problem solving skills, including the ability to develop innovative solutions to a range of issues and to develop and implement strategies to improve service delivery.

5. Communication and Interpersonal:

Ability to take a lead role in communicating in high level meetings, committees and forums within Aboriginal communities, government departments and agencies including health providers, other Aboriginal health services, the private sector and the not-for-profit sector. Highly developed interpersonal skills including report writing and negotiation skills.

6. External Relationships, Representation and Management

Ability to cultivate strategic alliances and positive relationships and to effectively represent and advocate and negotiate for the organisation.

7. People Management:

Ability to promote a work environment that empowers, motivates and develops the diverse talents of all employees ensures an optimum level of appropriately skilled employees and maximises staff performance. Manage staff performance appraisal and discipline.

8. Indigenous Ways of Working:

Understanding and commitment to the principles of the Aboriginal Community Controlled Health Sector. Ability to communicate effectively with Aboriginal people and communities. Knowledge of Aboriginal cultural diversity and communication processes.

9. Understanding of relevant laws, regulations and health issues:

Have a sound understanding of laws and regulations governing the activities of a publicly funded health service provider.

Have a sound knowledge of contemporary health sector issues, industrial relations at both a State and Commonwealth level.

10. Qualifications:

Tertiary qualification in business, accounting, administration, a clinical science or comparable qualification relevant to the functions of the role. Experience and demonstrated success working at an Executive level is essential.

KEY PERFORMANCE INDICATORS

The Board will set KPI's for the CEO including specific items for the Chief Executive to action and the time frames in which to achieve various targets.

KEY PRIORITIES

1. The CEO will keep an up to date Board Dashboard (Action List), which details all decisions of the Board including who is the responsible "Action Officer" and the time frame or the date by which the action is to be completed. All actions undertaken or monitored by the Board for the 12-month period will be documented and tracked with progress using a traffic light system.
2. The CEO will ensure that all workplaces of the Corporation are free from Bullying and Harassment as per the Corporation's policy. To commence this process all employees will receive training conducted by an Independent body, as per Corporation's policy.
3. The CEO will ensure that the Board receives comprehensive and well set out Reports on all key priorities. All Reports to the Board should highlight the issues and carry recommendations for the Board to consider including "For Noting"; "For Implementation" etc.
4. All reports to be presented to the Board one week prior to scheduled and confirmed Board meetings, unless there are exceptional circumstances, which will be communicated to the Board.
5. The Financial Reports of the Corporation must include an "Exception Report" to highlight both the under and over-expenditure in all areas aligned to budget outcomes. Exception Reports should contain any matters or items where an amount is over/under spend by 5%.
6. Financial Reports should be reported in a manner that are easily understood by the Board to ensure the Board fully understands the Corporation's financial situation at any one time. Such Reports should be provided monthly and include graphs and pie charts against each program at each site:
 - Consolidated Results outlining: Actual Monthly Figures; Budget Figures; Variances from Budget; YTD (Month/ Budget Variance) as well as Annual Budget and Comparison to the previous period or year
 - Business Units or Cost Centers Report including the same information as the Consolidated Reports;
 - Balance Sheet;
 - Budget Variations Sheet;
 - Cash Flow projections up-dated each month;
 - Written Exception Report for the Month and reasons thereto; and
 - Budgets with Expenses/Revenue required for all Corporation's sites and program areas.
7. Ensure the Board is involved in all senior appointments (i.e. Senior Management Positions) including a presence on the selection committee.
8. The CEO to ensure all persons have the appropriate contracts under correct award and conditions. Fixed term contracts will only be used when necessary for funding or other Board approved reasons.

9. The CEO is charged with the promotion of, and strengthening of Aboriginal and Torres Strait Islander employment, including developing staff to create opportunities for progression within the organisation in to senior roles, or roles which require a new skill set, including succession planning where opportunities are created to support the employment (acting, temporary or permanent) of Aboriginal & Torres Strait islander persons in senior management and leadership positions within the Corporation across all domains of Finance, Business, Human Resources, Administrative, Service Delivery including CEO [Relevant exemption to be applied for and obtained if required pursuant to the Anti-Discrimination Act.]
10. The CEO to work with the Chair of the Board (Chair) to develop a Board of Directors Training Plan to support the Board to develop and build on their skills in director roles and responsibilities, governance, meeting and organisational procedures and finance and risk oversight throughout their term of office. The CEO or delegate should develop an annual Board of Directors training and development plan in consultation with the Board.
11. Ensure compliance issues are responded to in a timely manner and reported back to Board on updates. CEO to provide a Compliance Report to be based the Corporation's major risks exposure.
12. Ensure the Finance, Risk and Audit Committee (FRAC) meetings are held prior to the Board meetings, in line with the Terms of Reference set by the Board.
13. At least bi-annual updates on progress towards the implementation of the Strategic Plan; once the Board has approved the implementation plan with agreed milestones and timelines.

PERFORMANCE PLAN

Board will develop a Chief Executive Performance Plan, which, apart from particular key performance targets that need to be achieved will also include performance based on a number of key areas relating to the way the CEO performs in the position. These will include the following competencies:

- Communication skills
- Cost consciousness
- Delegation
- Job Knowledge
- Judgment
- Leadership
- People Management
- Adaptability
- Conflict Resolution Skills
- Planning and Organisational skills
- Problem Solving
- Innovation
- Quality

It is intended that the CEO Performance Review will commence with an initial 6 months Review prior to the end of the probationary period and annually thereafter.

The Evaluation Criteria that the Board will use are as follows:

- **Fully Satisfactory or Exceptional** (All of the time)
- **Above Average** - Superior (Most of the time)
- **Average** - Effective or Satisfactory but needs to do better (Some of the time)
- **Below Average** - Needs Improvement in most areas (Occasionally)
- **Poor** - should not be in the position (Hardly ever)

PERFORMANCE ASSESSMENT

The first Performance assessment will occur following the completion of 12 months service and annually thereafter.

The annual Performance assessment will include a review of the CEO duties, responsibilities under the contract as well as the programs delivered by Ngwala

Following the Performance Review, the Employer will determine, in consultation with you, any changes to the CEO annual KPI/performance plan for the subsequent annual review period and provide confirmation in writing.

The Board may implement at its discretion any changes to the duties and responsibilities following such review or at any other time in consultation with the Chief Executive.

At the completion of the annual performance review, the Chair will write to the CEO with a summary of the assessment of the CEO's performance with a copy provided to Human Resources for confidential filing on the personnel file.

GENERAL SURVEY

The CEO will make arrangements to conduct an 'Engagement' and or 'Organisation Culture' survey involving all employees of Ngwala within the first 12 months of commencement and repeat the process at no less than 2 year intervals.

The CEO (or delegate as appropriate) will actively seek feedback from clients, family members of clients, the community service and funding bodies about their experience of the organisation (what works well, what needs to improve or change and opportunities for the future), on an ongoing basis, which will be reported through various governance committees and the Board.

Systems to support internal and external feedback may take 12 months to implement and embed as business as usual.

Signing Page



Executed as a Contract on _____ 2020

EMPLOYER:

Executed by NGWALA WILLUMBONG
ABORIGINAL CORPORATION

Signature of Board Chair MARION HANSEN

CHIEF EXECUTIVE OFFICER:
SIGNED SEALED and DELIVERED

In the presence of Witness

Print Name
