

## Position Description Chief Executive Officer

<b>Reports to</b>	Board of Directors
<b>Area of Responsibility</b>	<ul style="list-style-type: none"> <li>• Provide leadership in the area of policy and strategic direction and provide the Board of Directors with comprehensive information, analysis and timely advice on all Corporate and Clinical Governance matters affecting the Service.</li> <li>• Lead and manage the daily operations of the Service to achieve optimum health outcomes and effective and efficient use of human resources and business assets.</li> <li>• Ensure the particular needs of a rural health service are met and ensure links to the community are enhanced.</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in clinical/business/health management or related disciplines.</li> <li>• Demonstrated leadership and people management ability with a strong emphasis on culture, teamwork, change management and encouraging professional development</li> <li>• Sound fiscal management skills and experience</li> <li>• A solid understanding of clinical leadership and clinical governance, with the ability to identify and implement innovative practice</li> <li>• An understanding of and commitment to rural health, consumer centred care and community engagement</li> <li>• Demonstrated experience in partnering with health and community services agencies</li> <li>• Effective strategic planning and implementation experience</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Masters level qualifications in business health management or an associated clinical discipline .</li> <li>• Clinical governance expertise and knowledge.</li> <li>• Previous experience of working effectively with a Board of Directors.</li> </ul>
<b>Safety &amp; Quality</b>	<ul style="list-style-type: none"> <li>• Plan and review integrated governance systems that promote patient safety and quality of care, and to clearly articulate organizational and individual safety and quality roles and responsibilities throughout the health service.</li> <li>• Ensure explicit support for the principles of consumer centred care is key to the establishment of effective partnerships between patients, residents, community, managers and clinicians.</li> </ul>
<b>Classification</b>	<ul style="list-style-type: none"> <li>• Terms and conditions of employment are in accordance with the Health Executive Employment and Remuneration (HEER) Policy (Group 4).</li> </ul>
<b>Hours of Work</b>	Full-time

<b>Vision, Purpose and Core Values and Principles</b>	<p><b>Vision</b> Excellence in healthcare now and into the future.</p> <p><b>Our Purpose</b> To provide quality health services, supporting and enhancing community wellbeing.</p> <p><b>Core Values</b></p> <ol style="list-style-type: none"> <li>1. Care</li> <li>2. Respect</li> <li>3. Choice</li> <li>4. Equality</li> </ol> <p><b>Principles</b></p> <ul style="list-style-type: none"> <li>• We encourage and assist our consumers to achieve life-long health and wellbeing;</li> <li>• We respect each individual's rights, needs and choices including the right to refuse treatment;</li> <li>• We provide equality of access to services;</li> <li>• We support the broad definition of health which includes meeting social, emotional, physical, cultural and spiritual needs through a multi-disciplinary approach;</li> <li>• We seek to achieve quality health outcomes;</li> <li>• We provide a safe and supportive environment for staff and others;</li> <li>• We encourage the personal and professional development of staff;</li> <li>• We encourage participation by all members of the community in planning, implementing and evaluating service delivery;</li> <li>• We facilitate partnerships with other service providers;</li> <li>• We support and encourage a culture of Continuous Improvement across the organisation.</li> </ul>
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<b>Specific Functions and Responsibilities</b>
<p>The role of the CEO is to implement the strategic and business objectives of Inglewood &amp; Districts Health Service (IDHS), in particular the IDHS Delivering Better Care Strategic Plan 2021-2024. It also includes ensuring implementation and maintenance of robust clinical, administrative and financial management systems. It is the responsibility of the CEO to ensure all legislative and statutory obligations are met.</p> <p>The key focus of the role is to lead and implement processes so that IDHS achieves optimum outcomes through effective and efficient use of all IDHS assets. This requires working with Board and the management team to develop and implement initiatives to meet the strategic objectives of Inglewood &amp; Districts Health Service. Additionally, the CEO will provide the Board with comprehensive information, analysis and timely advice in relation to all matters affecting IDHS.</p> <p>The commitment to team work and collaboration in dealing with all staff will provide the leadership required to build a positive and robust decision making culture within IDHS.</p>

The ability to cultivate and maintain a network of relationships among stakeholders including the Department of Health (DoH), other external organisations and the community is essential to ensure IDHS reaches its potential as a vibrant and well-connected health service. The development and enhancement of partnerships to gain mutual benefit and efficiencies is paramount to the role.

NB: All Chief Executive Officer appointments are subject to ratification by the Minister for Health through the Department of Health.

## Key Responsibility Areas

1. Strategic Plan	
<p><b>Strategic Plan</b></p> <p><i>Successful delivery of IDHS Strategic Priorities</i></p>	<ul style="list-style-type: none"> <li>• Ensure the strategic priorities outlined in the IDHS <i>Delivering Better Care</i> Strategic Plan 2021-24 are delivered to the quality standards and timeframes agreed with the Board of Directors.</li> <li>• Develop and implement business and corporate plans in accordance with the Strategic Plan.</li> <li>• Continually scan the broader Health and social environment for changes and risks and, if required, develop high-quality strategic responses for the Board of Directors consideration.</li> </ul>
2. Our Care	
<p><b>Consumer Service</b></p> <p><i>Evidence of positive feedback and consumer satisfaction</i></p>	<ul style="list-style-type: none"> <li>• Foster a culture of patient/resident/consumer centred care this is achieved by excellence in consumer service, identifying that consumers include residents and patients, visiting health professionals, all staff employed by the Health Service, visitors, volunteers and the community.</li> <li>• Maintain confidentiality on all issues relating to the organization, consumers and colleagues.</li> </ul>
<p><b>Quality / Safety and Risk Management</b></p> <p><i>Commitment to ensuring quality services are delivered to both internal &amp; external consumers through the quality, safety and risk management system.</i></p> <p><i>Act in accordance with all relevant external legislation and internal IDHS policies and procedures that relate to this position and the organisation.</i></p>	<ul style="list-style-type: none"> <li>• Ensure that the organisational structure, policies and procedures support quality service provision, risk management and regulatory compliance in a way that enables all members of staff to work effectively, efficiently and harmoniously.</li> <li>• Provide leadership to ensure the pursuit of service excellence, continuous quality improvement and other organisational activities to meet all Accreditation Standards.</li> <li>• Ensure managers and team leaders adopt best practice principles in all aspects of quality, safety and risk management.</li> </ul>

<b>3. Our Team</b>	
<p><b>Leadership and Culture</b></p> <p><i>Demonstrated ability to build a positive harmonious culture and lead and develop a diverse team consistent with the philosophy and policies of IDHS.</i></p>	<ul style="list-style-type: none"> <li>• Lead and effectively manage the daily operations of the organisation in accordance with the instrument of delegation.</li> <li>• Demonstrate the ability to consistently and positively lead and foster a team environment to achieve IDHS vision, purpose and strategic performance.</li> <li>• Ensure all organisational and workplace structure, policies, procedures and arrangements promote an efficient, effective and harmonious culture.</li> <li>• Foster effective working relationships within departments and between departments and resolve any conflict in accordance with IDHS procedures and values.</li> <li>• Ensure communication to all staff and stakeholders is inclusive and consistent.</li> </ul>
<p><b>Human Resources</b></p> <p><i>Effective management and development of staff</i></p> <p><i>Ensuring the safety and wellbeing of staff through applying appropriate legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"> <li>• Ensure the effective and efficient use of IDHS’s Human Resources, both paid staff and volunteers.</li> <li>• Ensure staff and volunteers are recruited, onboarded and managed in accordance with the values of the organisation, the appropriate Awards and organisational policies and procedures.</li> <li>• Ensure that all staff are actively encouraged and enabled to undertake relevant professional development and maintain all mandatory competencies.</li> <li>• Ensure organisational culture promotes person-centred care to meet the changing needs of the healthcare sector and community; and also supports the provision of a safe work environment</li> <li>• Ensure that the organisational structure, policies and procedures support staff and volunteer rights and responsibilities, and all legislative compliance requirements.</li> <li>• Provide leadership in regards to workplace relations in a transparent manner according to IDHS values.</li> </ul>
<b>4. Our Partnerships</b>	
<p><b>Community Engagement</b></p> <p><i>IDHS implements an effective Community Engagement Strategy with positive feedback from the community and other stakeholders.</i></p>	<ul style="list-style-type: none"> <li>• Develop and implement a Community Engagement Strategy</li> <li>• Lead and promote engagement with the community through events community participation, and media engagement</li> <li>• Promote and enhance relationships with other community organisations for the betterment of IDHS, to achieve synergies in service delivery and increase community uptake of services.</li> <li>• Ensure effective relationships are developed and maintained with local politicians, senior decision makers in State, Commonwealth and local Government, and other service providers</li> </ul>
<p><b>Building Partnerships</b></p>	<ul style="list-style-type: none"> <li>• Ensure that effective liaison with the Department of Health and the Commonwealth Department of Health, and other funding sources and</li> </ul>

<p><i>IDHS has strong strategic partnerships with key community and health organisations.</i></p>	<p>planning authorities is maintained.</p> <ul style="list-style-type: none"> <li>• Proactively foster and develop strategic partnerships with a range of organisations which are mutually beneficial, aligned with our strategic priorities, and most importantly, deliver value for our community.</li> <li>• Manage partnerships with a consistent, outcomes based approach founded on underlying principles of trust and reciprocity. Partner with the region, sub-region and cluster to undertake joint planning, priority setting and activation of integrated and place- based care.</li> </ul>
<p><b>5. Our Sustainability</b></p>	
<p><b>Financial Management</b></p> <p><i>IDHS is managed in a financially prudent and responsible manner within budget</i></p>	<ul style="list-style-type: none"> <li>• Ensure financial systems, procedures and controls are in place in accordance with best business practice and to meet strategic obligations and the Statement of Priorities (SoP).</li> <li>• Ensure that financial statements are prepared and audited in accordance with Australian Accounting Standards and statutory requirements.</li> <li>• Monitor and review with the Executive Team the financial performance and operations of IDHS.</li> <li>• Ensure the preparation of budgets, development of adequate financial records and the provision of regular financial reports to the Board and the funding authorities.</li> <li>• Ensure management of investments is responsible, legal and ethical</li> <li>• Actively apply for grants, funding, sponsorship, and awards.</li> </ul>
<p><b>Asset Management</b></p> <p><i>IDHS Assets are planned and maintained to support evolving service delivery requirements and ensure the security and safety of users.</i></p>	<ul style="list-style-type: none"> <li>• Develop and implement a long-term Asset Strategy to support the future Service delivery requirements of IDHS.</li> <li>• Ensure that the organisational structure, policies and procedures enable the security, safety, functionality and maintenance of all buildings, equipment, motor vehicles and other assets of the organisation.</li> <li>• Ensure that purchasing procedures provide a cost effective and efficient means of acquiring consumables, furniture and equipment.</li> <li>• Ensure that purchasing procedures comply with Board and funding authority's guidelines</li> <li>• Ensure major projects are delivered on time, to budget and in accordance to relevant legislation and organisational policies.</li> <li>• Undertake Chief Procurement Officer responsibilities as per HPV Procurement Governance Framework</li> </ul>
<p><b>Administration &amp; Documentation</b></p> <p><i>Through the use of IDHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p>	<ul style="list-style-type: none"> <li>• Ensure that all documentation is accurate and completed in a professional and timely manner and meets legislative and statutory compliance.</li> <li>• Participate in relevant committees (internal and external) and prepare and submit reports as required by Board.</li> </ul>

## Performance Review

A performance development and review process will be carried out three months after commencement, and on an informal basis and thereafter on an annual basis to ensure progress towards the strategic plan is progressing satisfactorily and based on established criteria.

The Performance Appraisal will be based on successful implementation of the organisational Strategic Plan, this Position Description and the policies and procedures of the Health Service.

Employee: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Date: \_\_\_\_\_