



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Chief Executive Officer (CEO)
<b>DEPARTMENT</b>	Executive / Administration
<b>REPORTS TO</b>	Board of Directors
<b>DIRECT REPORTS</b>	Director of Clinical Services Director of Community Care Director of Medical Services Director of Corporate Services Director of People and Culture Executive Assistant
<b>AWARD</b>	Health Executive Employment and Remuneration (HEER) Policy
<b>CLASSIFICATION</b>	Group 4 Entity
<b>DATE OF PD CREATION/AMENDMENT</b>	April 2024
<b>CREATED/AMENDED BY</b>	Board Chair

**Note:** All Chief Executive Officer appointments are subject to ratification by the Victorian Department of Health (DoH).

### POSITION OBJECTIVE

The Chief Executive Officer (CEO) is responsible for the development and implementation of strategic and operational plans to ensure ongoing viability and quality outcomes for patients, clients and residents.

The role acts as a figurehead for the organisation and provides dynamic leadership to ensure the efficient and effective management of human, material and fiscal resources according to the strategic plan and budget.

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
- Ensure an effective, transparent, and trusting working relationship with the Board in supporting the governance of the Health Service, in line with the Board Governance Framework and related policies and procedures
- Provide regular reports to the Board on progress towards achievement of Strategic Plan and Statement of Priorities (SoP)
- Ensure all obligations associated with the Board and Board Committee Governance Work Plan are enacted and remain up to date
- Provide reports and advice to the Board to ensure quality and safe care and effective and efficient services are 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, aged care and community services fields 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
- Undertake 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
- Provide advice and information to the Board on any material issues concerning strategy, finance, reporting obligations or any other major matters that arise
- 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 Victorian and Commonwealth Department of Health (DoH) requirements
- Ensure an effective risk management framework is in place that is aligned to industry standards and outcomes
- Ensure adherence to the strategic plan/goals as directed/directions agreed to by the Board to support the Health Service's approved strategy
- Maintain a copy of the By-Laws and Governance Policies and Procedures of the Board and keep a file of such policies and procedures 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
- Be responsible for the recruitment and appointment of staff through the Director People and Culture
- Ensure appropriate resource allocation throughout the organisation to support service provision that is evidenced by quality outcomes (surveys/audits) across services
- Ensure that the standards of the Health Service are continually reviewed to meet the requirements of all relevant accreditation processes
- Comply with requirements of the legislation and rules applicable to service delivery and other relevant standards, regulations and legislative requirements
- Establish, regularly review and implement 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
- Act as the recognised channel of communication between the Board, the staff and the community
- Advocate for the health service and needs of the community (as they relate to the provision of health services)
- Ensure that the Board are kept informed of any changes to ministerial directions, legislation or other critical information relating to the Board's functions and powers
- 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, where required in collaboration with the Board Chair
- Represent the Health Service publicly at functions and meetings and via media as required
- Promote constructive and consultative industrial relations with the relevant health sectors and industrial representatives and deal effectively and efficiently with matters raised
- Develop and maintain strong partnerships with key stakeholders, both within the Loddon Mallee Region and beyond as applicable

## Evaluation and Internal Control

- Ensure that appropriate and effective internal control mechanisms are in place to satisfy the Board, the Internal Audit Program and the Victorian Auditor General's Office (VAGO)
- Oversee the development and maintenance of the risk register and management of REDHS' risk profile and business continuity plans
- Ensure that all complaints received are investigated and acknowledged, responded to in a timely and effective manner relative to industry benchmarks
- Ensure that all incidents and hazards are investigated and responded to in a timely and effective manner relative to industry benchmarks
- Seek advice of the Health Service's legal advising agency as appropriate

### Organisational Culture

- Facilitate a positive workplace culture in line with the Health Service's Code of Conduct and other respectful workplace behaviours policies and procedures
- Ensure the attraction, development and retention of competent Executive and leadership staff to support with managing and leading the organisation
- Ensure the attraction, development, and retention of qualified competent staff in line with the organisational capability framework and Clinical Service Plan (as reviewed regularly)
- Promote professional and respectful behaviour of staff when interacting with patients, clients, residents, other staff members and members of the community
- Develop and/or implement initiatives aimed at maximizing staff wellbeing, satisfaction and engagement

### Occupational Health, Safety and Wellbeing

- Maintain a safe and secure physical environment for staff, patients, residents, clients and members of the public
- Ensure a robust Occupational Health and Safety management system is in place in line with legislated obligations
- Perform duties in accordance with the rules, regulations and guidelines of the Occupational Health and Safety Act and Health Service Occupational Health and Safety, Wellbeing Policy

### Security

- Ensure the security of the Health Service's buildings, property and IT systems, including rigorous cybersecurity controls for records held and transmitted electronically
- Arrange safe custody of securities, titles, agreements; act as official Health Service witness for legal documents, act as signatory on bank accounts

### Professional Development

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

### 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 Victorian Department of Health regulations. The terms and conditions of the current Health Executive Employment and Remuneration (HEER) Policy will apply to hours of work, annual leave, sick leave and salary adjustment
- Bi-Annual performance reviews will be undertaken by the Board Chair and overseen by the Board Performance and Remuneration Committee, to ensure progress towards the strategic plan is progressing satisfactorily and based on an established criterion
- Current satisfactory National Criminal History Check, Working with Children Check and NDIS Worker Screening Check must be maintained
- Evidence of three COVID-19 vaccinations and current Influenza vaccination (FluVax) must be maintained

## KEY SELECTION CRITERIA

<b>KSC1</b>	Demonstrated high levels of leadership, organisational and interpersonal skills, congruent with the requirement to manage the operational aspects of an integrated rural health service.
<b>KSC2</b>	Demonstrated interpersonal skills and experience in human resource management and industrial relations including change management, consultation, negotiation and motivation.
<b>KSC3</b>	Proven ability to lead a complex health organisation and to successfully implement, monitor and evaluate an organisational strategic and clinical services plan.
<b>KSC4</b>	Demonstrated knowledge and commitment to quality improvement, risk management, prudential and legislative compliance and best practice models of service delivery.
<b>KSC5</b>	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.
<b>KSC6</b>	Demonstrated ability to manage the capital resources of an organisation, including planning and project management of building works, equipment funding and maintenance plans.
<b>KSC7</b>	Demonstrated knowledge of funding and current government policy and direction of acute, aged care residential, community and primary health care services including emphasis on consumer driven models of care.
<b>KSC8</b>	Demonstrated ability to lead service development, including change and strategy in a partnership environment.

## NDIS WORKER SCREENING CHECK

This role has been identified as a “risk assessed role” under the NDIS (Practice Standards – Worker Screening) Rules 2018 and as such is subject to the provision of an NDIS Worker Screening Check prior to commencement. During their term of employment, all employees are required to notify REDHS via their manager if the NDIS Quality and Safeguards Commission issues:

- An interim bar;
- A suspension;
- An exclusion;
- The closure of an application for a worker screening clearance; or
- The revocation of a clearance.

## OCCUPATIONAL HEALTH SAFETY & WELLBEING

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 policies and procedures and to participate in appropriate safety education and evaluation activities. To look out for the health and safety of others in the workplace; follow safe work practices; report hazards and injuries; participate in agency health promotion initiatives and support healthy lifestyle choices for staff.

## 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.

## **'THIS IS ME'**

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montosorri actions. 'This is Me' 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.

## **PERFORMANCE MANAGEMENT**

It is a condition of employment that employees participate in the Performance Review and Development program on a regular basis.

## **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 and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

## **VALUES & BEHAVIOURAL GOALS**

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.

<b>R</b>	<b>Reliability</b>	Being trustworthy and performing consistently well
<b>E</b>	<b>Engagement</b>	Working collaboratively with people to address issues and create opportunities to bring about positive change
<b>D</b>	<b>Diversity</b>	Understanding that each individual is unique and respecting our individual differences
<b>H</b>	<b>Hospitality</b>	Receiving and treating all people in a warm, friendly, generous way
<b>S</b>	<b>Sustainability</b>	Meeting our current needs without compromising the ability of future generations to meet their needs

## **ADDITIONAL REQUIREMENTS**

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

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

## 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: \_\_\_\_\_