



Community Health Centre

Candidate Information

Chief Executive Officer





About Bellarine Community Health

Bellarine Community Health (BCH) is the major provider of primary health services to the Bellarine Peninsula operating from five health centres in Drysdale (two sites), Ocean Grove, Point Lonsdale and Portarlington.

BCH is registered under the Corporations Act 2001 as a Company Limited by Guarantee and is governed by a Board of Directors. The Board appoints the Chief Executive Officer and supports this role in managing the organisation. The Board of Directors is responsible for the organisation's governance, policies and objectives and provides the strategic focus for the organisation.

BCH receives most of its funding from the state and federal government, supplemented by client fees, grants and donations. We are supported by the Australian Government Department of Health and the Victorian Government.

The BCH Strategic Plan is our roadmap for the future. Our guiding principles are at front of mind in all decision making and operational processes.

They relate to how we see ourselves and how we will work with all those with whom we come in contact.

These are our guiding principles.

- We strive to become a sustainable organisation with a strategic mindset
- We value and support our staff, clients and volunteers
- We work with our community to design services and programs to meet their needs
- We act at all times in the interests of the organisation and the community
- We are guided by best practice actions – always



Living on the Bellarine Peninsula

Situated to the southwest of Melbourne, the Bellarine Peninsula is home to around 55,000 residents and is known for its scenic beaches and rural landscape.

While the region has long been a favoured retirement destination, more and more young families are now making the move, attracted by the relaxed lifestyle and proximity to Melbourne.

The area is now made up of the townships of Leopold, Drysdale, Clifton Springs, Portarlington, St Leonards, Indented Head, Queenscliff, Point Lonsdale, Ocean Grove, Barwon Heads and Wallington.

The Bellarine Peninsula is one part of the crescent-moon-shaped-land that separates Port Phillip Bay from Bass Strait. Most of the area's townships are located along the coastline, with rural farmland filling out the middle.

As well as a stunning coastline, the Bellarine Peninsula is popular with both locals and tourists for its boutique wineries and farm-to-gate producers.

The population is growing steadily with plenty of new housing, along with major shopping centres in Leopold and Ocean Grove. Schools, local amenities and services are plentiful and make it easy for residents to get most of what they need within the Bellarine.

As a local, you can enjoy many of the Bellarine Peninsula's attractions year-round. Play a round of golf at one of the many 18-hole golf courses overlooking the bay. Spend a day riding the waves or enjoy lunch at a local winery.

If you're into catching your own lunch, the Bellarine Peninsula also has plenty of great fishing spots – whether you have a boat to take out on the water or you just want to throw a line into the water off one of the local jetties.



About The Role

Based in Point Lonsdale, the Chief Executive Officer is responsible and accountable to BCH's Board of Directors for the day-to-day management of BCH and delivery of its programs and services.

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.

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 in line with key strategic directions.

Key Responsibilities

- The implementation of the strategic directions of BCH, as delegated by the Board of Directors.
- Ensuring the organisation's operations are consistent with the mission, vision and strategic direction of BCH as set and approved by the Board.
- The implementation of any policies developed and approved by the relevant Board Committee, including Board level policies.
- To communicate and build effective working relationships with community members, government and non-government organisations, funding bodies, and key stakeholders within the sector.
- In conjunction with the Chief Financial Officer (CFO), key leadership staff and Board Finance Committee to prepare annual budgets to be presented to the Board of Directors (Board) for approval.
- All significant risks including financial, reputational, organisational and governance are managed and reported to appropriate Board committees.



Key Selection Criteria

- Motivation to lead BCH as evidenced through a passion for the Not-For-Profit and Community Health Sector.
- Tertiary qualifications in business, accounting, administration, a clinical science or comparable qualification relevant to the functions of the role.
- Previous 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 in delivering achievements and outcomes for an organisation and identifying opportunities for implementing organisational strategies.
- Experience in strategic planning and business and operations management in a health services environment.
- Ability to manage the financial affairs of an organisation, including budgeting, financial management and reporting, and ensuring compliance with legal and funding obligations.
- 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.
- Ability to take a lead role in communicating in high level meetings, committees and forums with government departments and agencies including health providers, the private sector and the not-for-profit sector.
- Capacity to motivate staff, encourage individuals and team performance and promote and sustain a positive workplace culture.
- Highly developed interpersonal skills including report writing, policy development and negotiation skills.
- External relationships, representation and management ability to cultivate strategic alliances and positive relationships and to effectively represent and advocate and negotiate for the organisation.
- Ability to promote a work environment that empowers, motivates and develops the diverse talents of all employees and that ensures an optimum level of appropriately skilled employees that maximises staff performance. Manage staff performance appraisal and discipline.
- Have a sound knowledge of contemporary health sector issues, Commonwealth and State policies and an understanding of laws and regulations governing the activities of a publicly funded health service provider.

Remuneration

A competitive remuneration package will be negotiated with the successful applicant and will be dependent upon qualifications and experience.

Other benefits include:

- Generous salary packaging benefits – you can access some of your annual salary tax free each year
 - Living Expenses capped at \$15,900 annually (includes repayments on mortgages, credit cards, personal loans, and rental payments)
 - Meal Entertainment & Accommodation capped at \$2,650
- Generous leave arrangements including annual leave, parental leave, professional development

How to Apply

Applications should include a:

- Covering Letter addressing the key selection criteria
- Current CV
- A completed Application Form (available on the HRS web site).

Applications can be lodged online via email at:

hrsa@hrsa.com.au

Applications Close: June 28th, 2024

Further Information

John Cross
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**The kind of
expertise that
only comes
from years of
experience.**

