



## **POSITION DESCRIPTION**

---

<b>POSITION TITLE:</b>	Chief Executive Officer (“CEO”)
<b>POSITION TENURE:</b>	Tenure dates from July 2024 to June 2027
<b>REMUNERATION:</b>	As determined by the Board
<b>REPORTS TO:</b>	Board of Bellarine Community Health (BCH)

## **OVERVIEW**

BCH is the largest healthcare provider on the Bellarine with a physical presence in five locations. We provide a wide range of health and wellbeing services to communities across the Bellarine and beyond. There are several ways the community can access our services including through State and Commonwealth Government funding streams and private fee-for-service.

## **PURPOSE STATEMENT**

We deliver high quality services and programs that improve the health and wellbeing of our community. This means that we always innovate and develop what we do to align with the health and wellbeing needs of people on the Bellarine.

## **GUIDING PRINCIPLES**

These 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.

- 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.

We aim:

- To engage with our community across all ages, groups, and cultures so we are always responsive
- To build awareness of our organisation and our services so we are recognised and are a preferred health provider to our community
- To be a sustainable Health service responsive to our growing community

- Nurture a positive workplace culture BCH is the largest healthcare provider on the Bellarine Peninsula with sites in five locations: Drysdale (2 sites); Ocean Grove; Portarlington; Point Lonsdale.

## **ORGANISATIONAL CONTEXT**

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.

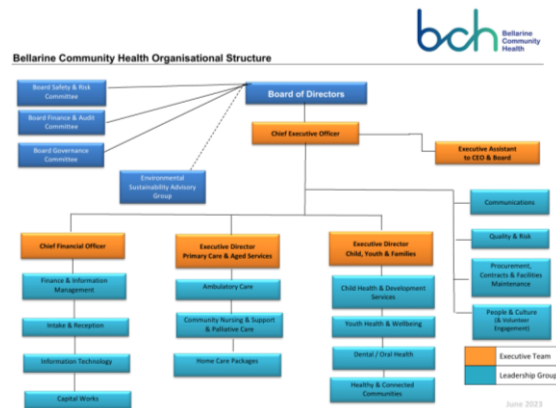
## **KEY RESPONSIBILITIES**

- 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 and governance are managed and reported to appropriate Board 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 in line with key strategic directions.

## POSITIONS/FUNCTIONS UNDER DIRECT SUPERVISION

The CEO will directly supervise the Executive Team and any employee that reports directly to the CEO.



## DUTIES AND RESPONSIBILITIES

### Leadership

- Establish a strong relationship with the Board, particularly with the Chair.
- Establish relationships with BCH members and other stakeholders.
- With Board guidance, facilitate the development of BCHs organisational policies and articulate these policies to staff, government and non-government agencies, funding agencies and service providers.
- Ensure that the BCH 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 that attracts and retains appropriate talent.
- Ensure that BCH deals with fairness, transparency and integrity toward 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 inclusive and free from intimidation, violence, bullying and harassment.

### Strategy Development

- Present for the Board approval an Annual Budget Plan that reflects the strategic plan and key priorities set by the Board and funding bodies
- Provide progress reports to the Board on financial performance and variances to the approved Annual Budget Plan.
- Inform the Board about funding opportunities, threats, risks and strategies relating to financial sustainability, major change processes and service reform, along with sector

- and regulatory issues and trends that may impact on BCHs strategy and operations.
- Identify new business opportunities and strategies for enhancing and expanding service delivery to the organisation's clients and the community.

### **Operations**

- Develop and implement processes that will ensure the achievement of the BCH strategic direction and goals on time and within budget.
- Ensure all programs deliver quality services and meet agreed commitments to clients and funders.
- Ensure appropriate operational and business plans, controls and risk management strategies are developed and monitored.
- Ensure adherence to corporate governance

### **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.
- Ensure that financial control and compliance is maintained.
- Recommend business plans to the Board.
- Ensure the transparency and integrity of financial reporting.
- Ensure that all staff understand and apply culturally appropriate behavior and activities when working with all clients and communities.

### **MANDATORY 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.
- NDIS Check.
- Covid-19 Vaccination as mandated.

## **SELECTION CRITERIA**

### **ESSENTIAL**

- 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 achievement outcomes and deliverables 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.

### **PERFORMANCE PLAN**

The Board, in conjunction with the CEO will develop a CEO Performance Plan which will include an assessment of Key Performance Indicators and will also include an assessment of key competencies relative to the role, such as:

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

The CEO Performance Review will be undertaken on an annual basis, on or around the anniversary of appointment. The review will include assessment of KPIs and competencies as outlined above.

### **Acceptance of the Position Description Terms**

I, , accept and agree to the terms and conditions contained in this Position Description.

**Signed by**  
**Dated:**