

# CHIEF CORPORATE OFFICER

<b>Department:</b>	Executive		
<b>Salary:</b>	Negotiated rate	<b>Classification Code:</b>	Negotiated rate
<b>Award/Agreement:</b>	Individual employment contract		
<b>Position created:</b>	February 2023	<b>Date Reviewed:</b>	February 2023

<b>PRIMARY OBJECTIVES</b>	<p><b>THE ORGANISATION</b></p> <p>Sunraysia Community Health Services (SCHS) is a service providing primary and preventive care for our community members who are at risk of poor health outcomes, and experience health disparities. SCHS understands the influence of the Social Determinants of Health (SDoH) upon health inequities experienced by community members. The centrepiece of care at SCHS is providing a client relationship-based care coordination approach, that identifies and attempts to address the SDoH for clients, work with consumers and community members, to structure their care around the context in which they live and work.</p> <p><b>THE ROLE</b></p> <p>This executive-level leadership role will proactively and strategically lead the corporate functions at SCHS. Reporting directly to the Chief Executive Officer (CEO), the Chief Corporate Officer (CCO), is an integral member of Executive Management Team and provides strategic and operational leadership across the organisation. This role aligns with the Chief Executive Officer (CEO) in the overall direction, management and administration of all aspects of operations, including programmes and services, and fiduciary, financial and operating performance. The incumbent will role model the organisational values and provide high quality and visible leadership to all staff. An opportunity to act in the CEO position from time to time is highly likely.</p> <p><b>POSITION PURPOSE</b></p> <p>The CCO is central to providing strategic leadership for the organisation’s corporate and financial governance. This leadership role will identify and implement strategies which positions SCHS for stability and growth aligned with the future direction of the organisation. Sound knowledge and experience with corporate governance will provide a good foundation for the direct relationship with the CEO, SCHS Board and Sub-Committees. The position will ensure that all internal and external accountabilities relating to the organisation’s finances, HR, IT, quality and risk management are met, timely and of a high standard, including reporting to the Board of Directors.</p>
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<b>KEY SELECTION CRITERIA</b>	<p>Mandatory</p> <ol style="list-style-type: none"> <li><b>Qualifications:</b> Extensive senior finance leadership experience underpinned by tertiary qualifications in finance and/or business. CPA/CA accreditation will be highly regarded.</li> <li><b>Leadership:</b> Demonstrated senior finance leadership experience, with the ability to lead and work collaboratively and positively influence colleagues to succeed within their role and drive the direction of SCHS.</li> <li><b>Organizational management:</b> Overseeing and leading the financial reporting for the organisation. This includes monthly financial reporting, budgeting, forecasting and all statutory financial reporting.</li> <li><b>Strategy:</b> A demonstrated ability to monitor industry trends and transition findings into the financial arena ensuring organizational sustainability, with a commitment to</li> </ol>
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	<p>working collaboratively to achieve agreed organisational vision and objectives utilising an evidence based approach.</p> <ol style="list-style-type: none"> <li>5. <i>Critical, curious and creative thinking:</i> Capacity to engage in critical analysis, shaping strategic business and financial thinking within a complex organisation while promoting a continual improvement culture.</li> <li>6. <i>Governance:</i> Evidence of the ability to identify, mitigate and manage financial and corporate risk.</li> <li>7. <i>Partnerships;</i> Excellent interpersonal skills, negotiating skills and experience in consulting, with and influencing a range of stakeholders.</li> <li>8. <i>Organisational culture:</i> Exemplifies personal drive and integrity by displaying initiative, optimism, and resilience, engages with risk and shows personal courage, to implement strategies which support SCHS, to improve the lives of community members.</li> </ol>
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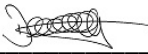

<p><b>SPECIFIC ACCOUNTABILITIES</b></p>	<ol style="list-style-type: none"> <li>1. <i>Organisational Leadership</i> <ul style="list-style-type: none"> <li>• Role model a leadership style which is consistent with recognising a culture of autonomy, respect and individuals expertise and experience.</li> <li>• Contribute to clear and consistent management practices across the organisation to ensure an effective and cohesive management team.</li> <li>• Maintain a positive work environment via harmonious and cooperative relationships with colleagues and clients.</li> <li>• Create a climate which encourages and supports openness, persistence and genuine debate around critical issues.</li> <li>• Lead discussions and decisions regarding implementation of innovation and best practice.</li> <li>• Establish a culture and supporting systems that facilitate information sharing, communication and learning across the organisation.</li> <li>• Deputising for the Chief Executive during absence and provide effective organisational leadership and decision making.</li> </ul> </li> <li>2. <i>Organisational management</i> <ul style="list-style-type: none"> <li>• Manage the day to day operations with relevant members of the Executive Members Table.</li> <li>• Consistently monitor management information reports and provide clear direction and support to achieve all organisational requirements.</li> <li>• Utilise historical, political and broader context to inform current and future service directions, ensuring a Social Determinants of Health framework is considered in all approaches.</li> <li>• Ensure effective management of initiatives, with consideration to risks, progress and outcomes.</li> </ul> </li> <li>3. <i>Contribution to the organisational strategic development</i> <ul style="list-style-type: none"> <li>• Support the CEO in the preparation and implementation of strategic and annual operational plans, demonstrating short term results and long term sustainability, and providing regular and timely updates of progress.</li> <li>• Contribute to the development of sound business plans that support the overall direction of the organisation.</li> <li>• Make resource allocation decisions and support initiative that further the achievement of the strategic direction.</li> <li>• Create and implement a financial investment strategy for the organisation.</li> </ul> </li> <li>4. <i>Financial management and optimising business outcomes</i> <ul style="list-style-type: none"> <li>• Lead the annual budget development process to ensure the establishment of achievable financial goals to meet agreed operational and strategic objectives.</li> <li>• Oversee financial management across the organisation to ensure compliance with statutory and legislative regulations, including relevant Australian Accounting Standards.</li> </ul> </li> </ol>
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- Anticipate operational and capital needs and identify the most appropriate financing and funding strategies to meet them, through direct provision or purchase of services.
  - Establish effective governance to ensure the ethical and honest use of financial resources across the organisation.
  - Actively pursue financial risk minimisation strategies, plans and outcomes for the organisation.
  - Ensure sound asset management, including accountability for the Asset Management Framework and Asset Management Plan.
  - Develop a process to monitor all funding contracts, ensuring financial, statistical and reporting obligations, both internal and external, are achieved.
  - Oversee and provide guidance on financial reporting and accounting, including records to the Board of Directors, for the preparation of monthly and quarterly management accounts and annual financial statements.
5. *Governance, risk and compliance*
- Provide reports to the CEO, the Executive Management Team, and where applicable, the Board of Directors (BoD), identifying issues, opportunities and service gaps, and recommending initiative and amendments to policies and programmes as required.
  - In collaboration with the CEO and Executive Management Team, prepare documentation that provides basis for BoD decision making regarding financial investment into strategic initiative which align with the direction of organisation
  - Contribute to the development and implementation of guidelines to support the integration of social, environmental and corporate governance issues into the management processes.
  - Provide leadership to the Quality and Risk role in monitoring risk and ensure a strong Quality Management System is in place according to industry recommendation and requirements.
  - Lead the Manager, Information and Communications Technology (ICT) in ensuring tailored ICT systems that meet the organisational service delivery needs and provides cyber security risk mitigation to protect against data breaches.
6. *Human Resources*
- Define and clearly communicate roles and responsibility, promoting an environment of respecting staff expertise and remaining accountable to their role.
  - Negotiate clear performance standards and monitor progress, providing mentoring to develop and individuals strengths and opportunities.
  - Promote a culture in which learning and development is encouraged at all levels and in all staff.
7. *Partnerships and Stakeholder management*
- Capacity to articulate the vision, mission, values and strategies of the organisation to the community and key stakeholders.
8. *Delivering results; Evaluation and Research*
- Create a culture of achievement, fostering on-time and on budget quality outcomes in the organisation.
  - Utilising SCHS Results Based Accountability framework for internal evaluation of strategies , in collaboration with Research, Evaluation and Impact Unit.
9. *Organisational culture*
- Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices and contributing to a positive environment free of occupational violence.
  - Operate, adhere to and demonstrate organisational Mission, Vision and Values.
  - Other reasonable duties as directed.

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<p><b>CONDITIONS OF EMPLOYMENT</b></p>	<p>1. New employee Probation New employee appointments are subject to a probationary period of six months. Ongoing employment will be subject to successful performance during this time.</p> <p>2. Organisational Behaviour All employees are required to abide by organisational policies and procedures, SCHS Code of Conduct and Values, relevant standards including Child Safe Standards, codes of practice as well as various legislation both state and federal including but not limited to OH&amp;S act, Drugs, Poisons and Controlled Substances Act, Public Health and Wellbeing Act, Privacy Act and Health Records Act.</p> <p>3. Professional Standards All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practise. Any professional bodies Codes of Conduct / Ethics / Standards should be interpreted with reference to these laws. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence. The Codes / Standards should also be interpreted with reference to, but not necessarily in deference to, any organisational rules and procedures to which health professionals may be subject.</p> <p>4. Continuous Improvement &amp; Safety All employees are required to contribute effectively to SCHS quality management and safety systems by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services and experience.</p>
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<p><b>POSITION DESCRIPTION APPROVAL</b></p>	<p><i>The details contained in this position description are an accurate statement of the responsibilities, competencies and other requirements of the above named position.</i></p> <p>Signature:  _____ Date: <u>18/12/2024</u></p> <p style="text-align: center;">Department Manager</p> <hr/> <p><b>Approved for release</b></p> <p>Signature:  _____ Date: <u>18/12/2024</u></p> <p style="text-align: center;">Manager Human Resources</p>
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<p><b>ACCEPTANCE OF POSITION</b></p>	<p><i>I hereby accept the position as outlined in the above points and agree to abide by the SCHS code of conduct, policies and procedures.</i></p> <p><i>I understand this position description is designed to provide a guide to the responsibilities and activities to be undertaken in this position. This is not intended to be an exhaustive list and is not exclusive of additional responsibilities that may arise from time to time.</i></p> <p>Name: _____ Signature: _____ Date: _____</p>
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