

Chief Executive Officer

Location:	Alpine Health – Myrtleford campus
Service Unit:	Governance: The Chief Executive Officer is responsible to the Board of Directors for implementing Alpine Health’s strategic, corporate and operational plans and making recommendations and providing advice on the organisation’s policies and direction.
Award Classification:	Contractual; in accordance with the Victorian Government Health Executive Employment and Remuneration (HEER) Policy – Group 4
Relationships:	<p>Department of Health and Human Services (Victoria)</p> <p>Other Victorian Public Service Departments</p> <p>Department of Health and Ageing (Commonwealth)</p> <p>Executive Team</p> <p>Visiting Medical Officers</p> <p>Community Advisory Committees</p> <p>Other health service and education agencies</p>
Accountability:	The Chief Executive Officer is accountable to, and reports to the Board of Directors.

ALPINE HEALTH

Alpine Health is Australia’s largest Multi-Purpose Service and provides an extensive range of acute health, aged care, urgent care, and community health services in north eastern Victoria. These incorporate front-line hospital, residential and community aged care, disability, health promotion and early intervention services in the Alpine and Indigo Shires.

Alpine Health is driven to improve the health and well-being of the community, by working with individuals, groups, and partner organisations. We provide, and continually improve integrated, sustainable local health services. We believe that community health is best served through local, decentralised service models. ‘Local Services for Local People’ enables better experiences for patients and consumers and better health outcomes for the community.

Vision

Improved health and well-being of our communities.

Mission

To deliver integrated high quality and accessible care responsive to the needs of our local population.

Values

Excellence	Innovation
Respect	Integrity
Responsiveness	Accountability
Partnership	Compassion

Alpine Health acknowledges gender equality, inclusiveness and diversity in employment opportunity.

ROLE OVERVIEW

The Chief Executive Officer is responsible for the effective management of the overall business of Alpine Health. The Chief Executive Officer is to provide vision and values-based leadership for the organisation and ensure that strategy and business directions are in accordance with the needs of the community and the Alpine Health Service Plan, and consistent with state and federal government health policies and direction.

PRINCIPAL RESPONSIBILITIES

The Chief Executive Officer will contribute to Alpine Health's achievement of its Service Plan by:

- Providing effective advice to the Alpine Health Board of Directors and staff members to ensure the on-going success of the organisation
- Establishing and implementing integrated service planning frameworks and leadership for the organisation
- Providing effective and efficient systems for managing the operations of the Board, including planning and the maintenance of management reports necessary for ensuring that it is informed on all of Alpine Health's strategic and operational interests
- Establishing and maintaining effective means of control and co-ordination for all planning, operations and activities
- Maintaining and implementing appropriate risk management strategies necessary for securing Alpine Health's well-being and that of the organisation's clients, staff members and other stakeholders
- Implementing systems for ensuring that Alpine Health maintains compliance with all relevant legislative, regulatory and contractual obligations (including systems for ensuring occupational health and safety)
- Fostering a corporate culture that promotes safe and ethical practices, integrity and a positive work climate, enabling Alpine Health to attract, retain and motivate a diverse group of quality staff members

- Developing and maintaining sound, effective organisation structures, and ensuring capable management succession, progressive staff training and development
- Ensuring that effective communications and appropriate relationships are maintained with the community, other health service providers, the Department of Health (Victoria) and the Department of Health and Ageing (Commonwealth) and other stakeholders
- Ensuring the financial security of the organisation through effective financial planning and implementation including the generation of operating surpluses within government guidelines, and additional revenue to support the operations of the organisation
- Establishing an effective engagement with the Hume Local Health Service Network to advance population health outcomes for local and area-based communities.

PERFORMANCE OUTCOMES

Leadership
<ul style="list-style-type: none"> • Provide values-based leadership to Alpine Health • Develop a service culture, philosophy and practice based on the principles of Multi-Purpose Services in rural Australia to maximize local health outcomes • Develop a workforce philosophy and practice based on the principles of equity, safety, health promotion and with patient care at its core • Manage a diverse workforce within continuously changing industrial, legislative and regulatory environments • Dedicate resources and talents to improve the health and wellbeing of communities • Manage the provision of services in accordance with the needs of diverse communities and the directions of the governments of the Commonwealth of Australia and the State of Victoria • Manage all of the business of the organisation and ensure that all strategic and business plans are effectively and efficiently implemented • Develop a culture of quality and safety • Develop a culture and practice of risk management within the organisation
Community and Relationships
<ul style="list-style-type: none"> • Engage the diverse range of community, staff and Board members, volunteers, and other stakeholders of the organisation • Foster and manage relationships with external stakeholders • Advocate the health needs of communities within Alpine Health's service profile • Affect social change and community capacity through health and education strategy
Strategy
<ul style="list-style-type: none"> • Develop the strategic direction of Alpine Health in conjunction with the Board of Directors, staff and the community • Develop and implement service and business plans necessary to give effect to Alpine Health's mission and vision • Design and manage services in accordance with community needs and expectations and funds available

<ul style="list-style-type: none"> • Manage the costs of service delivery within available resources and continually seek opportunities for efficiencies and/or new sources of growth and revenue for the organisation • Monitor the strategic, financial and operational performance of the organisation and report to the Board, the governments of the Commonwealth of Australia and the State of Victoria and the community • Manage all of Alpine Health's assets and oversee the development and implementation of a plan to ensure that they are adequately safeguarded and maintained
Governance
<ul style="list-style-type: none"> • Oversee and ensure implementation and compliance to funding agreements, and complex administrative requirements of the Commonwealth of Australia and State of Victoria • Ensure compliance with rapidly changing legislative and regulatory requirements • Develop effective relationships with stakeholders, including the Department of Health, advocating to optimise outcomes for Alpine Health • Manage all operations and activities of the Board of Directors in conjunction with the Chair of the Board, ensuring the Board is provided appropriate information, and frank and fearless advice, to support informed decision making.

POSITION REQUIREMENTS

Key Selection Criteria – Essential Requirements	<ul style="list-style-type: none"> • Post Graduate qualifications in management, health or related disciplines • Demonstrated management experience at a senior level in a complex health service organisation • Passion for maximising health service outcomes in rural communities • Demonstrated management experience at a senior level in a complex health service organisation • Demonstrated experience reporting to a Board of Directors • Demonstrated experience in strategic and business planning, and business development • Demonstrated experience in the provision and management of health services in rural communities is highly desirable • Demonstrated experience in community development and engagement • Demonstrated capacity for financial and economic analysis • Comprehensive knowledge of rural health strategy and policy • Visionary skills at such a level as to help Alpine Health maintain its lead as an innovative and customer focused organisation • Demonstrated financial and asset management skills at a senior level • Demonstrated project management skills • Demonstrated people management skills including high level interpersonal skills, communication and conflict management abilities and a commitment to consultation • Proven ability to negotiate solutions to problems • Ability to accept responsibility and accountability for performance levels • Ability to work co-operatively with other team members, service providers and other stakeholders
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Personal Attributes	Alpine Health considers that the following personal qualities are vital to all Alpine Health roles:
	<ul style="list-style-type: none"> • Responsiveness: Provide frank, impartial and timely advice to the organisation; high quality services to the organisation and the community; and identify and promote best practice. • Integrity: Honesty, openness and transparency in dealings; use powers responsibly; report improper conduct; avoid any real or perceived conflicts of interest; and strive to earn and maintain public trust. • Strategic Thinking: the ability to identify and develop goals in keeping with the strategic directions of Alpine Health and State and Commonwealth Policy; • Impartiality: Make decisions, and provide advice on merit and without bias, caprice, favouritism or self-interest; act fairly by considering all relevant facts and fair criteria; and implement policies equitably. • Accountability: Work with clear objectives in a transparent manner; accept responsibility for decisions and actions; seek to achieve the best use of resources; and submit to appropriate scrutiny. • Customer Focus: Deliver services in accordance with the identified needs of the community. Provide accurate, appropriate and up-to-date information and strategies. • Respect: The treatment of others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; and the improvement of outcomes on an on-going basis. The ability to maintain confidentiality and to recognise the rights, dignity and independence of all people. • Leadership: Actively implement, promote and support these qualities.