

## Position Description – CHIEF EXECUTIVE OFFICER

Position Details	
<b>Position Title</b>	Chief Executive Officer (The CEO)
<b>Classification</b>	Victorian Public Health Sector Executives Group 4
<b>Award</b>	Individual Contract based on Health Executive Employment Remuneration (HEER) Policy
<b>Reports To</b>	Board of Directors
<b>Direct Reports</b>	As per organisational structure
<b>Probation review</b>	During the first six (6) months of employment
<b>Requirements</b>	Immunisations per Australian Technical Advisory Group (ATAGI) or RNH Infection Control Guidelines

## About Rural Northwest Health

Rural Northwest Health provides responsive quality care and community services by empowering a vibrant, committed team that has achieved widespread recognition for innovation in aged care and community engagement.

Rural Northwest Health has a budget in excess of \$20 Million and employs 290 team members across the campuses of Warracknabeal, Beulah and Hopetoun. The organisation has a total of 90 residential aged care (RAC) beds, including 15 in the award-winning memory support unit, 16 acute beds and all three centers have a broad range of community health services keeping our community well at home.

Located in the heart of the Wimmera the Yarriambiack Shire is a major grain growing area and the home of the original Silo Art Trail serving a population of over 7000 people.

## OUR VISION

*To be a trusted, innovative and responsive leader in rural health for our local community*

## OUR MISSION

*To deliver high quality, accessible and equitable rural healthcare in partnership with our communities*

- *We are committed to excellence*
- *We are caring and connected*
- *We are lifelong learners*
- *We listen and collaborate*
- *We are friendly and enjoy our work*

**Date:** Chief Executive Officer - Position Description

Last updated: 07/01/2026

## Strategic Direction

1. Our strategy is focused on better health and wellbeing for all in our communities
2. We implement our strategy through:
  - i. our care,
  - ii. our team, and
  - iii. our partnerships
3. We strive to be responsible, responsive, innovative, and sustainable

## Position Summary

The CEO is visible and engaged, acts with drive and integrity, and leads by example. The CEO is outcomes oriented, and uses approved operational plans and budgets to deliver on the details of the Strategic Direction set by the Board. The CEO leverages the full potential of the executive team by ensuring team members understand what is expected of them, and that they strive to achieve their operational objectives. The CEO ensures that effective and accountable systems are in place to: (i) monitor and continually improve the quality, safety, and effectiveness of the person-centered care provided by Rural Northwest Health, (ii) manage enterprise risk, and (iii) provide accurate and timely reporting information.

## Core accountabilities

1. Clinical governance
2. Corporate governance
3. Financial and enterprise risk management
4. People and culture
5. Research, innovation and business development
6. Partnerships and stakeholder engagement

### 1. Clinical governance

- Implement effective and accountable systems to monitor and improve the quality, safety, and effectiveness of health services provided.
- Elevate quality of care within the organisation ensuring the voice of the consumer is at the centre of core business with a focus on quality improvement.
- Communicate and regularly report to the Board with internal and external data on clinical risks, care processes and outcomes, any problems identified, areas for improvement and progress toward excellence in all clinical services.
- Ensure that any problems identified with the quality, safety, or effectiveness of the health services provided are addressed in a timely manner.
- Focus on all opportunities and risks that are raised to expand, develop and demonstrate evidenced based quality and safe services.
- Improve the wellbeing of community members supporting them to live well at home.

#### **Campuses:**

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**Beulah**  
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- Provide a service in residential age care that allows residents to live a good life, share their skills and ability and contribute to their community.
- Ensure all services delivered comply with legislation requirements and accreditation standards.
- Ensure infection control and emergency response systems are in place to keep team members, residents, clients and visitors safe.

## **2. Corporate governance**

- Operate in awareness of, and accord with, (i) the requirements of the Victorian Department of Health, (ii) all relevant State and Federal legislation, regulations, and directives, (iii) the By-laws Rural Northwest Health, (iv) resolutions of the Board, and (v) the Charters/Terms of Reference of all Board Committees.
- Understand that the Board and management are part of one team, but have different roles, responsibilities, and accountabilities. Work competently and co-operatively within the dynamics of that paradigm.
- Ensure that the Board and any Committees established or appointed by the Board are assisted and provided with relevant information and recommendations in a timely manner to enable them to perform their functions effectively and efficiently.
- Work in partnership with the Board to ensure efficient allocation of resources that achieve public value and deliver the organisation's vision for quality and safety. Present Rural Northwest Health in a positive manner if present at local, state-wide, national and international forums.
- Participate in strategic planning and development appropriate to Rural Northwest Health.
- Deliver agreed strategic goals on time and on budget.
- Successfully complete the targets as agreed with the Department of Health in the annual Statement of Priorities.
- Monitor legislative and regulatory changes and align internal policy.
- Understand and adhere to the Victorian Public Sector Code of Conduct.

## **3. Financial and enterprise risk management**

- Develop operational plans and budgets for Board approval that are consistent with achieving (and mapped back to) Rural Northwest Health's Strategic Directions (and recommend any changes that may be required from time to time to previously approved operational plans and budgets).
- Report to the Board on the progress of operational plans and budgets, in a format and frequency approved by the Board.
- Assume responsibility for financial performance to meet productivity and budget targets, managing resources effectively and efficiently.
- Meet or exceed budgets.
- Ensure accurate and timely preparation of statistical and financial reports including annual reports in accordance with various funding requirements.

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- Regularly analyse results and interpret the significance of variations from budget of either income, expenses or cash flow.
- Develop and monitor budgets for all sources and applications of funding in conjunction with the Board.
- Ensure the asset register is maintained and accurate.
- Maintain a rolling five (5) year projection for replacement and expansion capital expenditure, including priorities, indicative costs, and the most likely sources of funding (showing the potential size and likelihood of grant funding).
- Liaise with the Department of Health on matters associated with contractual obligations, budgets and cash flows.
- When applicable explore investment strategies for Board approval in collaboration with the Finance, Audit and Compliance Committee that balances risk and maximum return.
- Ensure that all financial and accounting records are accurate and complete, and maintained safely and securely in preparation for annual audit.
- Maintain an up-to-date risk register that includes risk mitigation strategies, and that is presented to the Board for discussion whenever additions or changes are recommended.
- Ensure effective and accountable risk management systems are in place and operative.

#### **4. People and Culture**

- Equip team members to fulfil their roles by providing role clarity at all levels of the organisation along with the necessary knowledge, tools, resources and opportunities to engage and influence the organisation's core business.
- Foster a "just" and open culture of safety, fairness, transparency, learning and improvement in which team members are empowered and supported to enact their roles and responsibilities and to speak up about concerns.
- Ensuring Rural Northwest Health provides a working environment free from bullying and harassment.
- Act with integrity, have compassion, and drive accountability.
- Be visible and engaged, take ownership of results, and lead by example through personal commitment, mindset, and behaviour.
- Lead executives to leverage the full potential of the team, mentor and develop the team to excel.
- Lead workplace safety and minimise workplace injuries and ensure policies and work practices provide a safe work environment for team members and volunteers.
- Ensure the implementation of human resource management policies that align with current legislation and industrial standards.
- Ensure appropriate selection, recruitment and onboarding systems and processes are in place to ensure that team members are appropriately qualified, skilled and experienced for each role and for the business's needs.
- Ensure performance review and development plans are undertaken with all team members in a timely manner.
- Ensure payroll accuracy for all team members.
- Facilitate ongoing professional development and training of team members and volunteers that provides opportunities for career development.

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- Encourage team members in the participation and development of research. Ensure and maintain working relationships with volunteers and team members.

## **5. Research, innovation and business development**

- Lead the development and growth of Rural Northwest Health, strategically positioning the health service to explore new opportunities.
- Identify national, state, regional and local directions and trends in healthcare.
- Maximise funding opportunities and effective partnerships to increase services that reduce the burden of chronic disease.
- Deliver a range of management and leadership opportunities for the Rural Northwest Health team.
- Undertake and provide professional development opportunities to enhance and improve the ability and sustainability of Rural Northwest Health.
- Maximise health services locally through expansion of telehealth opportunities.

## **6. Partnerships and stakeholder engagement**

- Establish and maintain contact with stakeholders (including community members and groups, other health services and community health organisations, Primary Health Networks, Primary Care Partnerships, Department of Health and other relevant State and Federal Departments, General Practitioners, consultants).
- Engage with the Wimmera Southern Mallee Health Alliance to improve collaboration, reduce duplication and drive efficiencies and change across the region.
- Engage with the community and other partners to enhance decision making, project outcomes and the health and wellbeing of the community members.
- Seek regular feedback from consumers of all services to lead quality improvement recognising that the small and timely changes may be the most significant.
- Participate on regional and local health care committees and consultative groups.
- Develop strong relationships with universities, partners and funding bodies to further enhance Rural Northwest Health's service delivery.
- Maximise professional development opportunities to ensure evidence-based health care is provided within scope of practice.

## **Leadership Performance Criteria**

It is expected that the Chief Executive Officer will undertake the role in a manner that is aligned to the Vision, Mission and Strategic Direction of the organisation. Basic leadership competency would be demonstrated through problem solving, inspiring and influencing others, adapting approaches to the health service's ever- changing circumstances, and delivering results. Some of the more important leadership attributes required for this role are listed below.

## 1. Shapes strategic thinking

- Mobilises the vision
- Inspires
- Leads and influences change

## 2. Forges relationships and engages others

- Establishes and maintains strategic networks
- Communicates clearly and adapts to audience
- Promotes information sharing and the gathering of knowledge

## 3. Achieves results

- Achieves and delivers results
- Drives organisational effectiveness
- Assumes accountability

## 4. Exemplifies personal drive and professionalism

- Models professionalism and emotional maturity
- Engages with risk and shows personal courage
- Promotes and integrates a growth mindset and diversity into the workplace.

## 5. Drives business excellence

- Builds team and individual capability and expertise
- Predicts and plans for future organisational needs
- Promotes safety and quality

## Key Selection Criteria

1. Significant understanding of and demonstrated commitment, energy and passion for the Vision, Mission and Strategic Direction of Rural Northwest Health.
2. Extensive Executive level experience in leadership and management within a health service.
3. Demonstrated strong values driven leadership style that encourages constructive debate, using initiative and an evidenced based approach, with a commitment to working collaboratively to achieve agreed vision and objectives.
4. Demonstrated ability to engage with and motivate team members to embrace change in response to a range of imperatives. Strong ability to share the vision for the future and to engage with and inspire stakeholders (Team members, Board and community).
5. Sound understanding of corporate and clinical governance and demonstrated ability to work proactively in partnership with the Board.
6. Exceptional interpersonal skills, written and verbal communication and negotiation skills with demonstrated experience in successfully developing and maintaining collaborative partnerships at all organisational levels and with a wide range of external stakeholders.

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7. Strong financial management, business skills and strategic planning acumen with demonstrated experience in effective risk management and a thorough understanding of State and Commonwealth funding.
8. A sound understanding of current issues affecting the health service system (acute, aged care, primary health and community sectors) and rural and regional communities in particular.
9. Understanding of the role of the health service in responding to community needs within a rural community.
10. Demonstrated sound knowledge of workforce management issues and extensive experience in effectively managing employees. Evidence of ability to recognise and act upon development and growth opportunities for the organisation, with demonstrated experience in accessing traditional and non-traditional funding sources.
11. A sound understanding of the core accountabilities of this role, and an expressed willingness to operate within the required accountability framework.

## Qualifications

- Tertiary qualifications in a relevant discipline (Health, Management).
- Post-graduate qualifications or equivalent experience in management.

## Also required

- Current Police Check
- Current Working with Children Check
- Current Victorian Drivers License

## Performance

The Chief Executive Officer's performance will be evaluated at the conclusion of three month's service; prior to the completion of the six (6)-month minimum employment period as prescribed by the *Fair Work Act 2009*; on termination or at any other time by request of the Board or the CEO.

Key performance indicators and a professional development plan will be determined within four (4) months of commencement and then reviewed and revised as agreed during appointment. The performance review process will take into account the core accountabilities and the required leadership performance criteria outlined in this position description.

Rural Northwest Health policy is that concerns over skill and performance of employees are addressed wherever possible through a personal and professional development plan that is not related to the Disciplinary Protocol.

**Note:** Statements in this position description are intended to reflect in general the responsibilities of the position and are not to be interpreted as being all-inclusive.



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## Employee declaration

I declare that I have read and understand this position description including the leadership performance criteria for this position. I declare that I have the physical ability to fulfil this position and willingness and ability to fulfil the core accountabilities of this role.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

By initialing the top right-hand corner of each page, I confirm that I have read and understood the position description.

I understand that this is separate to the employment contract outlining my conditions of employment details.

Employee signature

Employee name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Board Chair signature \_\_\_\_\_ -

Board Chair name (please print) \_\_\_\_\_