

# Position Description – CEO



<b>Position Title</b>	Chief Executive Officer
<b>Department</b>	Executive
<b>Award</b>	As per Health Executive Employment and Remuneration (HEER) Policy
<b>Classification</b>	Dependent on Qualifications and Experience
<b>Last Reviewed</b>	April 2026
<b>Note:</b>	All Chief Executive Officer Appointments are subject to ratification by the Department of Health

## Purpose of Position:

The Chief Executive Officer is responsible for operationalising the strategic direction of the Health Service, as determined by the Board. Tallangatta Health Service (THS) is dedicated to providing high quality, responsive health care service to the communities and stakeholders it serves.

The Health Service must maintain a professional standard and meet statutory regulations and Health Service policies and procedures.

## Reporting:

This position reports directly to the Board of Management.

This position has the following direct reports:

- Director Clinical Operations/ Nursing
- Director Corporate Services
- Director of Medical Services
- People & Workforce Manager
- Executive Assistant

## Key Selection Criteria:

### Qualifications:

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

### Experience:

1. Strong leadership skills with a proven ability to successfully lead culture and organisational change, manage and motivate staff, promote the creation of positive workplace, wellbeing and develop teams.
2. Ability to negotiate, advocate and work with a wide cross section of stakeholders and foster strong collaborative partnerships and working arrangements with other health services providers.
3. Contemporary and detailed knowledge of the health sector including current developments in hospitals, residential aged care, primary health and community service sectors; and the importance of preventative measures and increased level of services delivery closer to the home.
4. Excellent understanding of principles of evaluation, clinical governance and risk management in a health service.
5. A proven record of sound financial and human resources management.

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1 of 5

# Position Description – CEO



6. Sound understanding of public health governance in general and experience working with a Board of Management in particular.
7. Understanding of the role of the Health Service in responding to community needs within a rural community and a proven capacity to achieve strong community engagement with the service.
8. Ability to effectively manage relationships with medical staff and other clinical providers supporting the health service.
9. Contemporary understanding of the digital health paradigm shift potential, and drive towards real-time data analytics adoption.

## **All staff must have and remain current for continued employment the following:**

- A current National Criminal History Check (renewed every 3 years).
- Current National Disability Insurance Scheme (NDIS) Worker Screening Check (renewed every 5 years).
- Adhere to immunisation requirements of position risk category (category C) in line with the Staff Immunisation Policy.
- Current Drivers licence.

## **Conditions of Employment:**

- The appointment will be on a contract basis of up to 3 years in tenure.
- Eligibility for membership with ACHSM or appropriate and relevant professional organisation is encouraged.

## **Primary Roles and Responsibilities:**

### **Leadership**

- Develop the corporate identity of the organisation which will enhance its reputation and image as a prominent, innovative and cost-effective service.
- Provide leadership which facilitates the achievement of individual and team potential and creates a harmonious climate in which staff have a clear understanding of their responsibilities and in which innovation and personal initiative are encouraged and recognised.
- Ensure the provision of appropriate resources to enhance the delivery of high-quality care to the patients, clients, residents and other users of the organisation's services.

### **Governance and Relationship with the Board**

- Act as the principal adviser to the Board on matters impacting on the efficient discharge of its responsibilities under the Health Services Act and other relevant legislation, providing timely, accurate and honest advice and information to the Board, with recommended actions on major issues or concerns.
- Support the Board in ensuring accountable governance in all aspects of the organisation's operations.
- Communicate the policies and decisions of the Board to all staff and the public (as appropriate), ensuring their efficient and effective implementation.
- Ensure that the organisation's By-Laws appropriately service the contemporary needs of the organisation, highlighting to the Board the need for review/revision when necessary.

### **Corporate Management**

- Manage the development and implementation of the organisation's strategic plan and underpinning business and operational plans, establishing challenging but attainable performance indicators and targets reflecting innovation and growth.
- Ensure a commitment by staff at all levels to participate in the strategic planning processes and to the achievement of the organisation's strategic targets.

# Position Description – CEO



- Practice sound financial management to ensure strategic targets are met within agreed budgets, an efficient and viable service is provided and all revenue generating opportunities are optimised.
- Ensure sound risk management practice.
- Ensure compliance with OHS and Equal Opportunities legislation and all other relevant statutory obligations.
- As the Accountable Officer, must apply the mandatory requirements of the Asset Management Accountability Framework consistent with Tallangatta Health Service's asset threshold.

## Community Orientation

- Promote the ideals of excellence and responsiveness in value-added community services as being the goal and responsibility of every employee.
- Promote and support fund raising activities, including fostering and maintaining auxiliary activity.
- Develop and maintain links with relevant community groups and health services providers with a view to rationalising services and achieving maximum efficiency and economy.
- Provide information and resources to community groups and organisations regarding health and social issues.

## External Relationships

- Develop productive relationships with relevant Ministers and other Members of Parliament, Government Departments and Agencies, Towong Shire Council and other stakeholders to maximize the benefits to the organisation.
- Reporting of actual or suspected significant or systemic Fraud, Corruption and Other Losses in accordance with Direction 3.5.3 of the 2016 Standing Directions of the Minister for Finance should be reported to the relevant parties as determined under this direction.
- Notify the Responsible Minister of any significant issue of which the Accountable Officer is aware that has affected or may affect the Agency's or State's financial management, performance, sustainability or reputation.
- Enhance the image of the organisation through the active promotion of its achievements and future opportunities through a variety of media (print, radio, TV and Websites).

## Quality & Safety

- All staff have a direct responsibility to ensure the organisation provides safe and high-quality health services. It is also the responsibility of all staff to develop and maintain a working knowledge of accreditation Standards relevant to their position.
- All Executive Staff have a direct responsibility to participate and provide leadership in Quality & Safety and to share the workload of achieving high standards. This includes the National Safety and Quality Health Service (NSQHS) Standards, Community Care Common Standards (CCCS), Aged Care Quality Standards (ACQSC), Royal Australian College of General Practitioners (RACGP), and National Disability Insurance Scheme (NDIS).

## Occupational Health and Safety

Ensure that:

- The organisation is designed and maintained in such a manner as to ensure patient, staff and visitors' safety. This responsibility extends to ensuring that buildings and equipment maintenance procedures are effective.
- The organisation has a health and safety representative, and the requirements of the Health & Safety Act are fully implemented and maintained.

# Position Description – CEO



- Goals and objectives are set for OHS which define and allocate OHS responsibilities to relevant managers and plans are developed to achieve those goals and objectives.
- OHS performance indicators are set, performance against indicators is monitored and reviewed, steps are taken to correct deficiencies in OHS performance and progress and outcomes of OHS performance is reported to staff, the Board and external stakeholders.
- OHS needs are adequately resourced including the provision of training to managers.
- OHS consultation activities are supported.

## **Education, Training and Professional Development:**

- Ensure workforce plans are utilised for the development of individual members of staff and departmental areas and ensure support and assistance for staff to participate in appropriate educational programs.
- Ensure the executive and department heads monitor the professional knowledge, skills and registrations of relevant staff.
- Continue and maintain own professional development through attendance at appropriate conferences, seminars and courses as approved by the Board.
- In conjunction with the Board Chair, support the continued development and education of Board members.

## **Safety Management Systems**

THS supports a zero tolerance on bullying and harassment, occupational violence and aggression program, and family violence and provides education and training in these areas.

In accordance with the current Victorian OHS legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to THS's OHS policies and procedures.
- Reporting hazards and injuries.
- Participating in OHS consultation and training.
- Cooperating with managers and supervisors to ensure that OHS responsibilities are met by all
- Not wilfully interfering with or misusing anything provided in the interest of health and safety or wilfully put anyone at risk.
- Consulting with OHS representative on any proposed changes to the workplace.
- Consulting with OHS representative on major items being purchased.
- Permitting OHS representatives to attend training.
- Providing facilities and assistance to OHS representative to ensure they can perform their function and duties.
- Maintain an awareness and understanding of THS Bullying and Harassment Policy and ensuring behaviour is free of harassment, discrimination or victimization towards any other person.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, employees, visitors and the general public

## **Specific Delegations**

- Appropriate authority is delegated to carry out all duties associated with the position.

# Position Description – CEO



## AGREEMENT

I have read, understood and agree to comply with the Position Description. It is recognised that this position description does not attempt to highlight and/or detail all aspects of the position described; therefore, the duties of the position are not necessarily limited by the elements of the specification. This position should be read and undertaken in conjunction with any project specific roles and responsibilities.

I understand and accept that I must comply with the policies and procedures applicable to THS. I also agree to strictly observe the THS Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

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**Employee Signature**

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**Employee Name (please PRINT IN CAPITALS)**

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**Date (day/month/year)**