

## Position Description Chief Executive Officer

<b>Reports to</b>	Board of Management
<b>Area of Responsibility</b>	<ul style="list-style-type: none"> <li>• Provide leadership in the area of policy and strategic direction and provide the Board of Management with comprehensive information, analysis and timely advice on all Corporate and Clinical Governance matters affecting the Service.</li> <li>• Lead and manage the daily operations of the Service to achieve optimum health outcomes and effective and efficient use of human resources and business assets.</li> <li>• Ensure the particular needs of a rural health service are met and ensure links to the community are enhanced.</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in clinical/business/health management or related disciplines.</li> <li>• Demonstrated success in the management of and leadership of a business Enterprise.</li> <li>• Strategic planning and implementation expertise.</li> <li>• Demonstrated leadership skills.</li> <li>• Financial management expertise.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Masters level qualifications in business or health management.</li> <li>• Clinical governance expertise and knowledge.</li> </ul>
<b>Safety &amp; Quality</b>	<ul style="list-style-type: none"> <li>• Plan and review integrated governance systems that promote patient safety and quality, and to clearly articulate organisational and individual safety and quality roles and responsibilities throughout the organisation.</li> <li>• Ensure explicit support for the principles of consumer centred care is key to the establishment of effective partnerships between patients, residents, community, managers and clinicians.</li> </ul>
<b>Classification</b>	<ul style="list-style-type: none"> <li>• Terms and conditions of employment are in accordance with GSERP Group 4 cluster 1 health services.</li> </ul>
<b>Hours of Work</b>	Full-time
<b>Vision Statement</b>	Excellence in Health Care now and the future

<b>Core Values</b>	<ul style="list-style-type: none"> <li>• We encourage and assist our clients to achieve life-long health and wellbeing.</li> <li>• We respect each individual's rights, needs and choices including the right to refuse treatment.</li> <li>• We provide equality of access to services.</li> <li>• We support the broad definition of health which includes meeting social, emotional, physical, cultural and spiritual needs through a multi-disciplinary approach.</li> <li>• We seek to achieve quality health outcomes.</li> <li>• We provide a safe and supportive environment for staff and others.</li> <li>• We encourage the personal and professional development of staff.</li> <li>• We encourage participation by all members of the community in planning, implementing and evaluating service delivery.</li> <li>• We facilitate partnerships with other service providers.</li> <li>• We support and encourage a culture of Continuous Improvement across the organisation.</li> </ul>
--------------------	---

<b>Specific Functions and Responsibilities</b>
<p>The role of the CEO is to implement the strategic and business objectives of Inglewood &amp; Districts Health Service (IDHS). This includes ensuring implementation and maintenance of robust clinical, administrative and financial management systems. It is the responsibility of the CEO to ensure all legislative and statutory obligations are met.</p> <p>The key focus of the role is to lead and implement processes so that IDHS achieves optimum outcomes through effective and efficient use of all IDHS assets. This requires working with Board and the management team to develop and implement initiatives to meet the strategic objectives of Inglewood &amp; Districts Health Service. Additionally, the CEO will provide the Board with comprehensive information, analysis and timely advice in relation to all matters affecting IDHS.</p> <p>The commitment to team work and collaboration in dealing with all staff will provide the leadership required to build a positive and robust decision making culture within IDHS.</p> <p>The ability to cultivate and maintain a network of relationships among stakeholders including the Department of Health and Human Services (DHHS), other external organisations and the community is essential to ensure IDHS reaches its potential as a vibrant and well-connected health service. The development and enhancement of partnerships to gain mutual benefit and efficiencies is paramount to the role.</p> <p>NB All Chief Executive Officer appointments are subject to ratification by DHHS</p>

Key Responsibility Area 1	
<p><b>Quality / Safety and Risk Management</b></p> <p><i>Commitment to ensuring quality services are delivered to both internal &amp; external clients through the quality, safety and risk management system.</i></p> <p><i>Act in accordance with all relevant external legislation and internal IDHS policies and procedures that relate to this position and the organisation.</i></p>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and commitment to quality improvement, risk management, compliance and best practice models of service delivery.</li> <li>• Provide leadership to ensure quality improvement programs and other organisational activities to meet all Accreditation Standards.</li> <li>• Ensure managers adopt best practice principles in all aspects of quality, safety and risk management.</li> </ul>
Key Responsibility Area 2	
<p><b>Teamwork &amp; Communication</b></p> <p><i>Demonstrated ability to lead and develop a diverse team consistent with the philosophy and policies of IDHS.</i></p>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to work consistently and positively within a team environment to achieve IDHS vision, mission and strategic performance.</li> <li>• Foster effective working relationships within departments and between departments and resolve any conflict in accordance with IDHS procedures and values.</li> <li>• Ensure communication to all staff and stakeholders is inclusive and consistent</li> </ul>
Key Responsibility Area 3	
<p><b>Administration &amp; Documentation</b></p> <p><i>Through the use of IDHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner. IDHS is managed within budget</i></p>	<ul style="list-style-type: none"> <li>• Ensure that all documentation is accurate and completed in a professional and timely manner and meets legislative and statutory compliance.</li> <li>• Chief Procurement Officer responsibilities as per HPV Procurement Governance Framework</li> <li>• Provide leadership for operating within budgetary constraints, monitor and control budget expenditure across all areas of IDHS.</li> <li>• Participate in relevant committees (internal and external) and prepare and submit reports as required by Board</li> <li>• Actively apply for grants, funding, sponsorship, and awards; when they become available.</li> </ul>
Key Responsibility Area 4	
<p><b>Customer Service</b></p> <p><i>Evidence of positive feedback and consumer satisfaction</i></p>	<ul style="list-style-type: none"> <li>• Foster a culture of patient/resident/client centred care this is achieved by excellence in customer service, identifying that customers include residents and patients, visiting health professionals, all staff employed by the Health Service, visitors, volunteers and the community.</li> <li>• Maintain confidentiality on all issues relating to the organisation, residents/patients and colleagues.</li> </ul>

**Key Responsibility Area 5**

<p><b>Technical Skills and Application</b></p> <p><i>Demonstrated knowledge and application of the skills required for this position.</i></p> <p><i>This includes knowledge and understanding of appropriate legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"><li>• Ensure processes are in place which support staff health and safety, equal opportunity, injury management, and antidiscrimination</li><li>• Responsible for staff recruitment, orientation, development, performance management, counselling and disciplinary procedures and leave management in accordance with current awards, budget and organisational policies.</li><li>• Provide leadership in regards to workplace relations in a transparent manner according to IDHS values.</li></ul>
--	---

**Key Responsibility Area 6**

<p><b>Personal &amp; Professional Development</b></p> <p><i>Demonstrated experience and understanding of the need for continuation of both personal &amp; professional development.</i></p>	<ul style="list-style-type: none"><li>• Maintains a contemporary knowledge base to provide safe effective patient/resident/client centred care and to meet the changing needs of the position, career and industry.</li><li>• Maintain all mandatory competencies for both self and staff and be actively involved in other training and development as required to ensure the organisation meets its Mission.</li><li>• Responsible for the performance management system for staff and encouraging or motivating staff to increase their personal and professional development.</li></ul>
---	---

**Performance Review**

A performance development and review process will be carried out three months after commencement, and on an informal basis and thereafter on an annual basis to ensure progress towards the strategic plan is progressing satisfactorily and based on established criteria.

The Performance Appraisal will be based on successful implementation of the organisational Strategic Plan, this Position Description and the policies and procedures of the Health Service.

Employee: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Date: \_\_\_\_\_