



## **POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER**

**REPORTS TO:** Board of Directors

**DIRECT REPORTS:** Five (Director Community Services, Director Health Services, Director Business Services & Governance, Director Finance, Executive Officer)

**HOURS:** Full time 38 hours per week

**POSITION CONTEXT:** Katungul Aboriginal Corporation Regional Health and Community Services is a not for profit Aboriginal Corporation based in the Far South Coast of New South Wales. The organisation's vision is “for Aboriginal people to live healthy lives enriched by a strong living culture, dignity and justice and for Katungul’s work to be recognised as a driving force in achieving this.” Katungul seeks to achieve this by providing holistic and culturally appropriate wellbeing services for and with Aboriginal communities. The Chief Executive Officer oversees all programs within the organisation and reports directly to the Board.

**PURPOSE AND FUNCTION:** The Chief Executive Officer is responsible for ensuring that the organisation achieves its strategic objectives in accordance with the Strategic Plan. This role includes business growth initiatives; strengthening of external stakeholder partnerships and relationships; financial oversight and accountability; and overarching accountability to funding bodies, the community, stakeholders and the Board of Directors. This position requires sound knowledge of financial management, legislative and corporate accountability, and organisational development principles. It requires a strong background in business management, strategic development, negotiation and change management.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Specific Responsibilities**

##### 1. Strategy and Governance

- Assist the Board of Directors in developing a Strategic Plan and delivering organisational objectives in accordance with the Plan
- Ability to oversee, implement and risk manage the actions in Katungul's Strategic Plan
- Provide the Board of Directors and other stakeholders with strategic advice on the interpretation and implementation of Commonwealth and State Health strategies, policies and programs
- Identify current and future financial, human and physical requirements of the organisation, and generate and negotiate a range of responses to these including the preparation and submission of funding proposals
- Prepare funding submissions, tenders and grants in line with organisational objectives, with the assistance of the Executive Management team

- Undertake the preparation of timely and high-level advice, correspondence, reports, briefing notes for the Board of Directors, including the presentation of business cases to the Board in response to business growth and development opportunities
- Provide policy and program management advice to the Board of Directors of Katungul and other stakeholders as required
- Follow up from any actions or recommendations arising from Board of Directors meetings or sub-committee meetings, delegating tasks to staff as required
- Prepare a regular CEO Report to be presented at each Board Meeting, outlining major achievements and issues across the organisation and particularly in relation to strategic matters
- In partnership with the Executive Management team, develop and implement policies and procedures for Board ratification in response to identified organisational needs
- Monitor and support the Executive Management team to deliver the actions in Katungul's annual Operational Plan
- Manage all personnel, financial, administrative and physical resources in accordance with Katungul's policies and directives, exercising delegations relating to these matters as necessary
- Work in collaboration with the Board of Directors on any other task as required or delegated

## 2. Organisational Leadership and Human Resource Management (HRM)

- Play an oversight role in HRM across the organisation, delegating HRM tasks to the Executive Management team and Line Managers as appropriate
- Provide leadership and effective HRM to the Management team and the Katungul workforce using a strengths-based and trauma-informed approach
- Maintain a working knowledge of relevant legislation in HRM
- Undertake staff recruitment in accordance with Katungul policies and directives
- Identify Managers HRM training needs, and support Managers in accessing HRM training and professional development to enable them to better lead their teams
- Develop relationships and active communication channels with all Managers and direct reports to ensure that any issues are addressed in a timely, efficient manner
- Undertake performance management with direct reports according to policy, and support Managers to undertake the same with their teams
- Undertake regular performance appraisals and supervision of direct reports in line with Policy, and assist Managers in performing this function with their own teams
- Undertake performance management with Managers and direct reports in accordance with Policy, and advise and assist Managers in performance managing their staff
- Foster innovation, collaboration and self-direction in Managers and other direct reports, additionally promoting this culture throughout the organisation and teams
- Participate in regular meetings with the Executive Management team, ensuring that the team delegates and oversees any actions emerging from these meetings
- Using feedback from the Executive Management team and Line Managers, identify workforce needs throughout the organisation and make recommendations to the Board based on the findings of skill assessments and gap assessments
- Commit to undertaking continued professional development in HRM

## 3. Accountability and Reporting

- Oversee systems for the collection of accurate data across all teams/services/programs consistent with reporting requirements and contractual obligations of the varied funding bodies

- In conjunction with the Executive Management team, monitor service/program productivity, outcomes, data collection and reporting across the different funding streams on a quarterly basis
- Support the Executive Management team to implement early mitigation strategies if anticipated difficulties arise in any team/service/program achieving sufficient outcomes, productivity, or meeting reporting requirements
- Oversee and submit all reports required to fulfil Katungul's contractual obligations to funding bodies
- Manage the analysis of performance and financial data including the development of key performance measures to monitor the cost, level and quality of program provision and services

#### 4. Stakeholder Relationships and Advocacy

- Develop and strengthen relationships with key external stakeholders including government, funding bodies, politicians, media and service partners
- Liaise with government and non-government organisations, community groups and other stakeholders to assist in the improvement of Aboriginal health standards
- Contribute to the development and maintenance of the Aboriginal Health Partnership, local Aboriginal Health forums and other forums as appropriate
- Undertake sensitive/complex negotiations with community representatives, senior staff within the government, and NGO and other stakeholders as required
- Represent Katungul at conferences, meetings, committees and advisory councils as required by the Board of Directors

#### 5. Risk Management

- Support the Executive Management team to monitor and address risks in the organisation in accordance with Katungul's Risk Management Schedule and Risk Audit outcomes, reporting to the Board on risks and mitigation strategies
- In conjunction with the Executive Management team and Line Managers, undertake risk assessments for new services, programs or proposals, including the creation of business cases as required
- Champion WHS practices across the organisation, demonstrating an understanding of WHS legislation and a commitment to upholding Katungul's WHS policies
- Respond promptly, formally and effectively to incidents, hazards, near misses and complaints
- Adhere and ensure that all staff adhere at all times to Katungul's policies and procedures, including following a strict code of ethics and maintaining strict confidentiality according to policy and the law

#### 6. Quality Improvement

- Champion and role model continuous quality improvement processes across the organisation
- Involve all Katungul Managers and staff in quality improvement and accreditation initiatives
- Ensure all work practices are maintained consistent with Katungul's accreditation standards
- Actively encourage Katungul workers to practice innovation, creativity and trialing new methods of working

### **General Responsibilities**

#### 1. Commitment to organisational goals and values

- To be responsible to the Board of Directors

- Commit to work in accordance with Katungul's vision and mission; policies and procedures; Operational Plan and Strategic Plan
- To take direction from the Board of Directors and support them in achieving organisational objectives
- Uphold Katungul's organisational values in the workplace, including being a positive role model to staff and clients
- Commit to a close understanding of Katungul's services and the community that it operates in
- Capacity to understand how the principles of health promotion and trauma-informed practice apply to Katungul's services

## 2. Teamwork

- Willingness to function as a member of the Katungul team and collaborate with colleagues on activities as appropriate or delegated
- Commitment to holistic, client-centred care and interdisciplinary service provision, including collaboration or case planning with workers outside of the immediate team
- Actively participate in Section meetings, whole staff meetings, team building, peer support, in-services and organisational planning sessions
- To perform any other duties as required by the Board as required

## 3. Communication and relationships

- Ability to communicate with clients, workers, superiors and stakeholders in a respectful way that is considerate of the position and perspective of others
- Commitment to strengthening external relationships through participation in networks, organisational partnerships and interagency committees
- Ability to provide services in a culturally sensitive manner, and ongoing commitment towards understanding the diversity and needs of Aboriginal people

## 4. Staff development

- Maintain professional qualifications/ registrations as appropriate to the position
- Participate in Performance Appraisals and formal supervision as per Katungul policies
- Commit to follow an annual Personal Development Plan outlining training, educational, professional development, self-care and skills objectives

## 5. Continuous quality improvement

- Willingness to generate innovative ideas, trial these and report on outcomes
- Support organisational change by asking constructive questions, sharing information, actively helping to implement new procedures, assisting/mentoring colleagues, and providing feedback on change processes
- Commitment to participate in activities to achieve and maintain organisational accreditation

## 6. Practices/Safety/Standards

- Work within all Legislative Requirements
- Develop and follow an annual Work Plan that complements Katungul's Operational and Strategic Plans
- Adhere to all workplace health and safety practices
- Report all complaints, incidents, accidents, hazards and 'near-miss' situations according to policy

- Ensure that clients and stakeholders understand how to make a complaint and are actively given the opportunity to do so if they are dissatisfied
- Promptly submit all required statistics, reports and accountability documents
- Ensure all records are kept to a professional and best practice standard

**OTHER RELATIONSHIPS:** This position requires close working relationships with the Board of Directors, Executive Management team and Line Managers. It also requires regular contact with funding bodies, government departments, and external service partners and stakeholders

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- This position may require travel and outreach work to Katungul's various clinics as well as community settings.
- This position may require work within Katungul's medical clinics, where the CEO is expected to follow Katungul's WHS policies and NSW Health Infection Control Procedures.
- This position may require work with vulnerable or at-risk clients. The worker is expected to follow Katungul's WHS procedures at all times in order to ensure safety of staff and clients

**CONDITIONS OF EMPLOYMENT:**

- Terms and conditions of employment will be based on the Aboriginal Community Controlled Health Services Award 2010.
- Some on-call work or after-hours work may be required in this position.
- This position requires that the worker possess an unrestricted Class C NSW Driver's Licence.

**SELECTION CRITERIA:**

*Essential*

- Aboriginal or Torres Strait Islander\*
- Relevant experience in management at a senior executive level, including business planning and financial management
- Appropriate tertiary qualifications or demonstrated ability in management, business administration or health services
- Previous experience working in Aboriginal services and/or community health
- Sound knowledge and understanding of Aboriginal health issues, programs and communities
- Holistic and strategic view of service delivery
- Business development skills, demonstrated ability to write submissions and tenders
- Demonstrated ability and experience in planning, implementing and evaluating plans, policies, services and programs
- A sound understanding of financial management including reporting obligations
- Demonstrated commitment to the improvement of Aboriginal Health standards and knowledge of Aboriginal affairs policies and programs;
- Understanding of legislation related to business management, and a capacity to implement organisational processes in accordance with WHS, human resources and industrial relations legislation
- Highly developed skills in human resource management, including leadership, mentoring and facilitating cultural and process change
- An understanding of the standards required for the reporting of data against contractual compliance requirements
- Excellent written and verbal communication skills

- High level skills in conflict resolution and negotiations
- Current Class C unrestricted NSW driversLicence

*Desirable*

- Qualifications in Health and/or Community related field

*\*This is an Aboriginal and Torres Strait Islander identified position. Applicants must be of Aboriginal or Torres Strait Islander descent (pursuant to Section 14 (d) of the Anti-discrimination Act and Confirmation of Aboriginality will be required.*

**Prepared by:** Board of Directors

**Approved by:** Board of Directors

**Date:**

**Name of staff member:**

**Signed (staff member):**

**Date:**