

CEO

- *Picturesque Yarra Ranges location*

- Inspiro is a progressive non-profit organisation providing accredited community, dental and allied health services across the Yarra Ranges. It has revenue exceeding \$7M and more than eighty-five staff.

- Reporting to an experienced Board, you will deliver Inspiro's strategy, through a program of sustainable change which is predicated upon excellence in Service Delivery and Clinical Governance.

- This is an exceptional opportunity for a well-credentialed leader to stamp their mark on a dynamic provider of quality services which continue to make a real difference in the local community. A commitment to superlative stakeholder engagement and a proven capacity to implement a vision for ongoing prosperity are critical success factors.

- Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 03 9602 1666, in confidence.

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Position Description

POSITION INFORMATION	
Position Title:	Chief Executive Officer
Position Term:	Contract 3 years
Hours:	Full time
Award:	Contract 3 years
Location:	Lilydale
Team:	Corporate
Reports To:	Board Chair
Date:	September 2017

ABOUT INSPIRO

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community.

Our Vision:

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

Our Values:

Friendly: we offer a welcoming and accessible place where people are treated with respect and dignity.

Client centred: We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

Local: we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

POSITION SUMMARY

The Chief Executive Officer is responsible and accountable for the leadership and operation of Inspiro. This includes accountability for Service Delivery, Clinical Governance, Leadership & Management and Operational Performance.

Reporting to a Board of Directors the CEO will ensure the organisation implements the strategic direction set by the Board. Utilising strong collaborative and networking strategies the CEO will

lead the partnership and integrated way of working in the Yarra Valley. This includes building and maintaining a positive community profile for the organisation and sustaining constructive and collaborative relationships with other service providers, government and the community.

POSITION RESPONSIBILITIES

The Chief Executive Officer is responsible and accountable for the leadership and operation of Inspiro. This includes accountability for Service Delivery, Clinical Governance, Leadership & Management and Operational Performance.

Duties:

1. Service Delivery

The Chief Executive Officer will oversee the delivery of high quality patient-centred health services. This includes:

- Working in collaboration with the management team across the service to ensure services are coordinated and integrated.
- Ensuring that services are delivered which meet specified safety, quality and other State or National performance standards.
- Supporting the Board to fulfil the statutory purposes of Inspiro, exercise its statutory functions, and comply with legal and Government financial and policy obligations.
- Providing the Board with timely and accurate information to enable effective reporting to and support the Board.

2. Clinical Governance:

The Chief Executive Officer will:

- Support the development of, and implement and maintain an effective clinical governance system, including:
 - o Advocating positive attitudes and values about the safety and quality of services
 - o Ensuring proper governance structures for safety and quality
 - o Minimising clinical risk
 - o Organising and using data to underpin evidence-based best practice
 - o Promoting innovative models of care to meet the needs of the community.
- Implement and maintain an effective patient/client engagement system which ensures that the local population are consulted on their views/feedback and which are used to improve service delivery.

3. Leadership and Management:

The Chief Executive Officer will:

- In collaboration with the management team have significant input into and support the implementation of an effective management and governance structure that underpins effective decision-making.
- Provide effective leadership fostering a culture which embraces continuous review and improvement and builds community confidence in the health services provided by Inspiro to better serve the local population.
- Provide leadership and high level support for the implementation of an effective organisational development strategy to ensure an effective highly functioning workplace.

4. Operational Performance:

In collaboration with the Inspiro team the Chief Executive Officer will :

- Implement and maintain a comprehensive operational performance management system which ensures that there is clear understanding of the roles, responsibilities and expectations of all staff in relation to their accountability for the

achievement of Inspiro standards of performance.

- Continually seek to improve the operational effectiveness of health services so that resources are optimised to maximum effect.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
- Implement the organisations financial management strategy as relevant, including implementing effective budget control measures.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this executive level.

The above is not intended to be an exhaustive list. It is however an indication of the key high level responsibilities and accountabilities.

SELECTION CRITERIA

1. Significant evidence of sound recent experience at a strategic and operational level in health and human services in a significant and geographically dispersed organisation delivering health, human or other complex services. Including:
 - Demonstrated ability to manage financial, human and physical resources and to monitor effectiveness and efficiency and to apply contemporary management techniques.
 - Demonstrated ability to understand the political, social and organisational environment, to identify relevant issues and to make sound judgments about strategies, directions and priorities.
2. Proven track record of effective operational management covering planning, human resources, budget, assets, operational planning, quality improvement and risk management. This will include high level change management skills, capacity to impact vision and deal with pressure, ambiguity and to respond innovatively to situations.
3. Highly developed communication, negotiation and interpersonal skills demonstrating the capability to build strong relationships with diverse stakeholder groups to drive the achievement of common goals, and influence decisions at the local and regional level to ensure the best possible health service and health outcome needs are delivered.
4. Strong intellectual capacity. This will include a high-level understanding of the complex environment of health and human services, particularly as it relates to the contemporary issues, both national and international, affecting frontline health services.
5. Skilled in negotiating to achieve desired outcomes. This will include conflict resolution skills, demonstrated ability to liaise and negotiate complex and sensitive issues effectively, and proven ability to work constructively as a member of a management team.

Current Victorian Driver's Licence and the ability to drive a range of vehicles as required

Current Working with Children's Check valid for employment purposes.

Employment is subject to a police check. Persons who have worked overseas may be required to obtain an international police check.

QUALIFICATIONS

Desirable requirements:

- A tertiary qualification or degree in a relevant discipline which may include a clinical, public health or business administration field; and
- Post-graduate qualifications (will be highly regarded)

ACKNOWLEDGEMENT

I acknowledge and agree with the above position description.

Signed:

Employee Name:

Date:

DRAFT