

CEO



**Allied Health
Professions
Australia**

- *Collegiate national allied health body*

- Allied Health Professions Australia is the national peak organisation which is the cohesive voice for twenty-nine constituent entities, advocating for more than 165,000 practitioners around the country.

- Working with a Board comprising the CEOs of the nation's most prominent allied health professions' associations, you will provide strategic leadership to members through active advocacy and representation of their shared interests to Government. Your capacity to manage the day-to-day operations of a non-profit alliance in a business-like and sustainable manner is a critical success factor.

- You are a seasoned leader in the field of member-based organisations, with a proven ability to influence and shape the future in the ever-changing national health environment.

- 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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CEO Position Description



**Allied Health
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Organisational Context

Allied Health Professions Australia (AHPA) is a national public company limited by guarantee governed by a Board of Directors and managed by a Chief Executive Officer in accordance with the powers delegated to the position by the Board under the *Constitution of Allied Health Professions Australia*.

AHPA is Australia's peak allied health body currently comprising 22 national allied health professional associations as Members. Each Member association may nominate a Director to the AHPA Board which meets quarterly for AHPA governance functions, as detailed in the AHPA Board Governance Charter. Additionally, each Member associations' representatives meet monthly as the Management Committee to work together collaboratively, to represent and advocate for the role and value of allied health professions in Australia, providing unified and effective advice to government and key stakeholders to improve the health and wellbeing of all Australians.

Position purpose

The CEO is responsible for positioning allied health as a key pillar in health, disability and aged care systems. The CEO will build the reputation and profile of AHPA, advocating nationally for allied health, managing the operations of AHPA and providing consistent high level advice to the Board on operations, policy and planning. The CEO is the Company Secretary.

Position scope

The position leads a small team of staff currently located within the offices of the Australian Psychological Society in Melbourne. Additionally, the Chief Executive Officer works with the Committee of Management to develop and achieve the annual objectives of the AHPA strategic plan.

Key relationships and reporting structures

The Chief Executive Officer reports directly to the AHPA Board of Directors, through the Chair, APHA. Reporting through to the CEO are three part-time staff: Manager Communications and Policy; Communications and Policy Officer; and Manager Business, and two contractors.

Key accountabilities

Advocacy: The Chief Executive Officer will:-

- undertake to represent the position and views of the AHPA to all relevant internal and external stakeholders in a way that enhances the reputation of AHPA and effectively advocates for allied health;
- manage media enquiries and be the spokesperson for AHPA;
- guide and facilitate policy development for allied health by the Communications and Policy Manager in conjunction with the Management Committee; and
- guide and facilitate the development of effective advocacy strategies by the Communications and Policy Manager in conjunction with the Management Committee.

Stakeholder engagement: The Chief Executive Officer will:-

- establish productive, collegial, working relationships with representatives of AHPA's Member associations and Friend organisations;
- identify and establish productive working relationships with key stakeholders in Parliament, government departments, relevant agencies and organisations; and
- establish productive working relationships with the CEOs of other key national health associations and organisations.

Corporate governance and planning: The Chief Executive Officer will:-

- ensure that the Board is provided with timely, strategically focused reports in advance of each Quarterly Board meeting;
- ensure that the Board is informed of key risks to the organization through the Finance, Audit and Risk Committee;
- advise the Board, through the Governance Committee, of governance issues, any aspects of the AHPA Constitution or Rules referred to it by the Board, and any application for AHPA Membership;
- ensure that the AHPA Strategic Plan is designed, implemented and progress monitored;
- provide leadership, direction and advice in the development of program, operational and financial plans;
- facilitate a collegial and collaborative approach in the Management Committee;
- analyse the relevance and value of requests for AHPA involvement and determine responses, given AHPA's key objectives and capacity;
- ensure the maintenance of AHPA's paper and electronic records and documents in accordance with the organisation's procedures and ensure compliance with all relevant national and state legislation; and
- ensure compliance with and provide guidance to Members on the Constitution of Allied Health Professions Australia, the Standing Orders to the Constitution and guidance to Directors on the Board Governance Charter.

Growth and Sustainability: The Chief Executive Officer will:-

- build the sustainability of AHPA through securing funding to supplement membership fee income; and
- build the capacity of AHPA through a growth in membership.

Financial and resource management: The Chief Executive Officer will:-be responsible for developing and maintaining sound financial practices and policies in conjunction with the Business Manager, overseen by the Finance, Audit and Risk Committee;

- work with the Business Manager in preparing an annual budget for the Finance, Audit and Risk Committee, and subsequently Board, approval;
- prudently manage AHPA's financial resources within the budget allocations;
- contribute to ongoing growth of AHPA's financial resources;
- ensure corporate and regulatory compliance; and
- as the Company Secretary, conduct official correspondence of AHPA and execute approved legal documents as per delegations of authority.

Operations and staffing: The Chief Executive Officer will:-

- manage the recruitment, selection, employment, and orientation of any staff;
- oversee the effective management of staff performance, ensuring the completion of probation and performance reviews, updating of position descriptions and duty statements;
- ensure the provision of relevant professional development and training;
- ensure ongoing compliance and development of OH&S policies and procedures; and
- maintain and develop an organisational culture that attracts, rewards and retains high calibre staff.

Knowledge, skills and attributes

The knowledge, skills, and attributes of the appointee include proven:

- Comprehensive understanding of the diverse and varied allied health professions;
- Sound understanding of the Australian Government bureaucracy;
- Sound understanding of relevant Government policies;
- Good knowledge of the Australian health system and services and the place of allied health within them;
- Capability to lead in complex environments;
- Strong governance knowledge and skills
- Capability in high level strategic planning;
- Capability in high level policy development and policy analysis;
- Confident, personable communicator and relationships builder;
- Written communication skills;
- Innovator, solution finder;
- Senior management experience;
- Change management skills;
- Financial management skills;
- Facilitation skills; and
- Abilities to manage competing demands within limited timeframes.

Key selection criteria

Essential:

- Comprehensive understanding of the diverse and varied allied health professions;
- Good knowledge of the Australian health system and services and the place of allied health within them;
- Capability to lead in complex environments;
- Strong governance knowledge and skills;
- Capability in high level strategic planning;
- Confident, personable communicator and relationships builder;
- Senior management experience;
- Abilities to manage competing demands within limited timeframes.

Desirable:

- Sound understanding of the Australian Government bureaucracy;
- Sound understanding of relevant Government policies;
- Capability in high level policy development and policy analysis;
- Written communication skills;
- Financial management skills;
- Facilitation skills;
- Innovator, solution finder;
- Change management skills.