

# CEO

• *Location Hobart*

• The largest community-based provider of residential and home care services for the elderly in Tasmania, OneCare has multiple sites around the State.

• Your brief is to work with the Board in leading and managing human, physical, financial and information resources to ensure ongoing sustainability and continued growth.

• You are an inspirational, values-driven and experienced CEO with strategic planning and entrepreneurial skills, commercial acumen, and a commitment to community engagement. Proven success in health and/or aged care is desirable.

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

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<b>OneCare:</b>	
OneCare Limited is a non-for-profit Aged Care organisation that works to the highest ethical standards in order to produce high quality, best practice outcomes for its customers and their families. OneCare delivers its customer focused services through its people. At OneCare we believe our employees and volunteers are the service and the brand and they promote our organisational values that embrace a service excellence culture.	
<b>Our Statement of Purpose:</b>	
OneCare exists so that communities throughout Tasmania have access to best practice care for the aged, sick, terminally ill, people with a disability and those with special needs who require assistance for daily living.	
<b>Our values:</b>	
OneCare embraces a client service culture underpinned by core values, of teamwork, quality of care, contribution, personal development and safety. We believe our people's alignment to these values is critical to our success.	
<b>Our Strategic Themes:</b>	
<b>Our Clients:</b>	Provide the highest quality care and support for our existing and future clients.
<b>Our People:</b>	Recognise our staff is our greatest resource in providing the care and respect our clients deserve.
<b>Our Finances:</b>	Maintain financial sustainability enabling OneCare to thrive in an open and competitive marketplace.
<b>Our Governance:</b>	Provide effective governance facilitating collaboration between all people within our organisation.
<b>Organisational Environment:</b>	
OneCare is governed by a Board of six Directors and managed by the CEO who oversees the operations and corporate areas. Operations are responsible for the delivery of aged care and home care services, Independent Living Units and Affordable Housing for over 55's across the State. These services are centred at Bishop Davies Court and Barossa Park Lodge in the South and The Manor Complex, Rubicon Grove and Umina Park in the North/North West plus state-wide home care programs. The effectiveness of these services is managed by each Facility/Program Manager through appropriate planning, resourcing, networking, monitoring, community consultation and clinical decision making to ensure that services meet our client needs. Corporate has state-wide	

<p>responsibility for high level resources, policy and risk management, financial stewardship, delivery of systems and business frameworks, governance and internal service provision and project management.</p>	
<p><b>Executive Management Team:</b></p>	
<p>The Executive Management Team (EMT) provides leadership to OneCare, its managers and staff, helping to ensure the organisation’s strategic goals are delivered within the board’s risk appetite. EMT operates as a highly effective team in its own right and has a Charter which assists team members hold themselves and each other accountable to the attitudes, actions and behaviours characteristic of an outstanding performance based team.</p>	
<p><b>Position Purpose:</b></p>	
<p>The Chief Executive Officer (CEO) is expected to demonstrate leadership capacity to shape the organisation’s strategic direction, to comply with internal and external governance and statutory obligations, to build an executive leadership capability aligned to a high-performance culture focused on excellent client service, continuous learning and development and quality care.</p>	
<p><b>Position Accountability:</b></p>	
<p>Full freedom to act and accountability for decisions within the scope of the position responsibilities in accordance with Corporate directions with high autonomy to act on behalf of OneCare Limited, including managing the Operations of the Organisation.</p>	
<p><b>Key Responsibilities:</b></p> <p>Duties and responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>▪ Accountable to the Board for the effective and efficient delivery of the range of services provided by OneCare.</li> <li>▪ Accountable for achieving strategic objectives and outcomes agreed between the CEO and the Board of OneCare within agreed timeframes.</li> <li>▪ Lead and manage the human, physical, financial and information resources of OneCare to achieve the strategic planned outcomes in accordance with the organisations policies, guidelines and directions.</li> </ul>	<p><b>Work Health and Safety:</b></p> <p>At OneCare our health and safety vision is:</p> <p style="text-align: center;"><b><i>“Everyone goes home safe and well each day”</i></b></p> <p>As an employee of OneCare you are required to take reasonable care of your own health and safety and the health and safety of anyone else who may be affected by your acts or omissions at the workplace. All employees</p>

<ul style="list-style-type: none"> <li>▪ Manage the maintenance and redevelopment of existing Facilities and infrastructure and lead organisational growth by new development, mergers or acquisitions.</li> <li>▪ Enhance organisational culture.</li> <li>▪ Ensure OneCare builds and maintains its profile within the Tasmanian community.</li> <li>▪ Responsible for OneCare's total operational compliance with the legal, moral, ethical and performance requirements of the organisation's key stakeholders.</li> <li>▪ Support the Board in developing and reviewing OneCare's strategic plan incorporating goals, objectives, milestones and key performance indicators, and ensure regular reporting on its achievements.</li> <li>▪ Scheduled reporting to the Board at agreed intervals on key issues and achievements related to Key Performance Indicators.</li> <li>▪ Ensure the Board is fully informed on a regular basis on the financial and cash flow performance of OneCare including any areas of concern identified by the CEO.</li> <li>▪ Ensure that the relationship with OneCare's financiers is maintained at a professional level with regular meetings to update them on strategic planning and the operational performance of OneCare.</li> </ul>	<p>must co-operate with management, the relevant WH&amp;S Committee and representatives at their site with respect to action taken to comply with WH&amp;S requirements.</p> <p><b>Inherent Requirements of the Position:</b></p> <ul style="list-style-type: none"> <li>▪ Appointment to this position will be subject to a achieving and maintaining a satisfactory National Police Check.</li> <li>▪ Requires a current driver's license as there is travel within the State.</li> <li>▪ Maintain eligibility for current status of a Key Person under the <i>Aged Care Act 1997</i>.</li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ Attend Board Committee meetings.</li> <li>▪ Attend all Board Meetings.</li> </ul>
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<p><b>Reports To:</b></p> <ul style="list-style-type: none"> <li>... Board Chairman</li> </ul> <p><b>Receives Direct Reports From:</b></p> <ul style="list-style-type: none"> <li>... Executive Assistant</li> <li>... Executive Management Team</li> </ul> <p><b>Key Interactions:</b></p> <ul style="list-style-type: none"> <li>... Board Chairman</li> <li>... Board members</li> <li>... Executive Management Team</li> <li>... Managers – Facilities and programs</li> <li>... External Stakeholders – commercial, non-for-profit and government representatives</li> <li>... Financier</li> </ul> <p><b>Key focuses</b></p> <ul style="list-style-type: none"> <li>... Fosters leadership capacity and capability.</li> <li>... Fosters recruitment of high calibre Executives.</li> <li>... Shapes strategic thinking.</li> <li>... Provide high level strategic advice accurately and in a timely manner.</li> <li>... Seeks high performance from Executive Team</li> <li>... Exemplifies personal drive, integrity and professionalism.</li> <li>... Develop and mentor a commercial culture.</li> <li>... Promotion of the OneCare Brand.</li> <li>... Fosters Community Engagement and client focused quality care.</li> <li>... Builds key external relationships that foster strategic alliance and/or growth of OneCare.</li> </ul> <p><b>Competencies</b></p> <p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>... Persuading and influencing</li> <li>... Creating and innovating</li> <li>... Formulating strategies and concepts</li> <li>... Relating and networking</li> <li>... Multitask management</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>... Presenting and communicating information</li> <li>... Working with people</li> <li>... Deciding and initiating action</li> <li>... Writing and reporting</li> <li>... Coping with pressures and setbacks</li> <li>... Growing the enterprise</li> </ul> <p><b>Skills, Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>... Proven record of experience as a CEO in a similar size organisation (essential)</li> <li>... Tertiary qualifications or Post graduate in management (desirable)</li> <li>... Aged Care experience (desirable)</li> <li>... Proven experience in high level communication and influencing</li> <li>... High level leadership and conflict management skills</li> <li>... Ability to write reports and produce timely, clear and unambiguous written communication</li> <li>... Demonstrated effective ability to develop and lead a high performing executive team</li> <li>... Demonstrated ability to think strategically, proven practice in business planning and management of multi-site projects</li> </ul>
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<ul style="list-style-type: none"><li>... Entrepreneurial and commercial thinking</li><li>... Leading and supervising</li><li>... Adhering to principles and values</li></ul>	
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