

# CEO



**The Royal Australian  
and New Zealand  
College of Obstetricians  
and Gynaecologists**  
*Excellence in Women's Health*

- *Melbourne based, trans-Tasman leadership role in women's health*

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of GP obstetricians and specialists in obstetrics and gynaecology in Australia and New Zealand. Its programs are responsive to the evolving health care needs of women.

As CEO, you will support research and advocate for women's healthcare by forging productive relationships with individuals, the community and professional organisations, both locally and internationally. The role also engages closely with the Board, Council, committee members, external bodies, Government, Fellows and various other stakeholders.

A well qualified and experienced association executive, ideally with a health background, you combine policy formation, project management, business and commercial acumen with exceptional influencing and diplomatic skills.

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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## Position Description

<b>Incumbent:</b> To be Appointed	<b>Job title:</b> Chief Executive Officer
<b>Reporting to:</b> RANZCOG Board	<b>Tenure:</b> Three Year Contract from Commencement
<b>Salary/Classification:</b> Confidential	<b>Employment Status:</b> Full-time
<b>Direct Reports:</b> <ul style="list-style-type: none"><li>• Deputy CEO and Director Education and Training</li><li>• Director, Corporate Services</li><li>• Acting Director, Membership and Marketing</li><li>• Director, Practice and Advocacy</li><li>• Manager, New Zealand Office</li><li>• Manager – Office of the President and CEO</li></ul>	<b>Updated:</b> August 2018

### The Organisation:

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of GP obstetricians and specialists in obstetrics and gynaecology in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides programs in training, accreditation and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and act as an advocate for women's healthcare by forging productive relationships with individuals, the community and professional organisations, both locally and internationally.

### Our Values:

RANZCOG Staff are expected to uphold our Staff Values:

**Respect** – Embracing diverse cultures, communities and points of view, behaving with open mindedness, treating everyone in a fair and consistent manner.

**Accountability** – Taking responsibility for our actions, using initiative and welcoming innovation, delivering on our promises and stepping up for our team.

**Member Services** – Striving to be the best we can be, providing timely and professional service and focusing on building great relationships with our members and customers.

**Team Work** – Working cooperatively and collaboratively and supporting our colleagues to succeed, recognising and using each other's strengths and communicating openly and honestly.

**Integrity** – Setting and maintaining high ethical standards and to always do the right thing, even when no one is watching, being sincere and authentic in our approach to foster an environment of trust.

**Wellbeing** – Providing a healthy and safe workplace, celebrating our successes and enjoying the process.

## The Team:

RANZCOG is governed by a seven-member Board who are the directors of the College. The Board manages the financial, legal and business operations of the organisation and is supported in its activities by the Council and a range of committees. The vast majority of members involved in College activities provide their services in a *pro bono* manner. The College committees, both at federal and regional level, are supported by over 100 College employees.

College committees are populated through a mix of elections and appointments, and their composition aims to balance expertise, enthusiasm, and commitment to women's health. Many committees have a membership that includes College members, community representatives and/or other external representatives who bring specific skills or insights to inform the work of the group.

The College employees are a group of highly-skilled individuals who work closely with committees and the Board to translate the College ideals into actions that benefit women and their families in Australia, New Zealand, and across the Western Pacific and South-East Asia.

## Primary Job Purpose/Objective:

The Chief Executive Officer is responsible to the RANZCOG Board for the management and ongoing development of all College services and programs. In particular, the Chief Executive Officer has the following roles:

- To achieve and implement goals as directed by the RANZCOG Board;
- To advise the RANZCOG Board on matters of College business as the Board requests;
- To manage the College's education programs in training and assessment;
- To manage the College's women's health programs;
- To manage the College's continuing professional development programs;
- To manage College projects, including externally funded programs;
- To provide advice on corporate governance;
- To liaise as required with the chairs of College committees;
- To liaise with stakeholders within the government, education and medical sectors;
- To ensure the strongest possible financial performance;
- To develop appropriate plans, policies and strategies for the College; and
- To select, recruit, appoint, support and manage appropriate staff.

## Key Responsibilities:

- Ensure that the RANZCOG Board is fully briefed and informed on all matters in relation to the efficient functioning of the College.
- Ensure that RANZCOG provides effective policy development, accountability and is a recognised leader in relation to the conduct of: a) women's health policy; b) trainee selection; c) training and accreditation; d) education and assessment; and e) continuing professional development.
- An ability to lead the direction of the College as determined by the RANZCOG Board.
- Adhere to College policies and procedures, including the *Code of Conduct for Staff* and the *Conflict of Interest Policy and Procedure*.
- Select, recruit, manage and support staff members to carry out effectively the work of the College and review, evaluate and take measures to enhance this functioning in ongoing ways.
- Develop and implement policies and practices to underpin and assist workplace practices that are accountable, fair and supportive of staff development and ensure that such policies are informed by up-to-date workplace legislation and guidelines.
- Ensure effective dissemination and implementation of strategic plans and associated work plans and policy decision taken by the RANZCOG Board, Council and committees.

- Ensure that RANZCOG Regulations and documentation remain consistent with RANZCOG Board policy and that the College appropriately follows its regulations.
- Ensure that the College remains cognisant of the legislative requirements in the various jurisdictions, seeking legal opinion where there is any uncertainty.
- Ensure that RANZCOG programs remain consistent the framework specified by regulatory bodies such as the Australian Medical Council (AMC) and the Medical Council of New Zealand (MCNZ) and that accreditation is maintained with the AMC, MCNZ or other equivalent accrediting body(s).
- Work with the RANZCOG Board to ensure and enhance the College's position as the leading standards body in Australia and New Zealand in women's health.
- Ensure that processes are in place to identify and manage areas of risk in regard to College activities and policies and procedures in all areas of College operations.
- Ensure accountability in the conduct of the Appeals process.
- Provide proactive professional advice and support to assist the RANZCOG Board in the future development of the College, notably in regard to the areas of governance and strategic planning.
- Enhance relationships with medical colleges and other stakeholders on matters pertaining to the College mission and objectives.
- Ensure that the RANZCOG Foundation operates and is managed in accordance with relevant policies, procedures and regulations.

## Key Selection Criteria:

The **Ideal Candidate** will have the following knowledge/skills/experience:

- Demonstrable high level cognitive skills with an ability to quickly grasp new concepts in areas of College interest and provide appropriate advice to the RANZCOG Board.
- A demonstrated ability to effectively lead and manage the diverse range of individuals and groups involved, to ensure the cohesive development and delivery of College services and programs.
- Demonstrated ability to address complex and critical issues in the medical, educational and government environs in which the College operates.
- Effective communication skills at all levels.
- High levels of effective, goal-directed diplomacy.
- A demonstrated ability to embrace and support the ideas of others and collaborate in their implementation to progress the work of an organisation.
- Strong managerial and/or leadership experience.
- An understanding of change management and a demonstrated ability to effect and manage change processes.
- Sound knowledge of finance, investment, budget management and corporate governance.
- An ability to think strategically.
- Strong presentation skills and an ability to advocate the College's position in a wide variety of forums.
- Capacity to understand the political imperatives in decisions facing the College.
- Experience within senior executive roles in a not for profit or membership organisation an advantage.

## Qualifications:

As an **Ideal Candidate** you will have a tertiary qualification in an appropriate discipline i.e. business, education, commerce, health sciences, together with experience in leadership and management or an equivalent combination of experience.

## **Key Challenges:**

To provide an environment in which a diverse array of College activities and programs are delivered effectively within in a complex regulatory environment with a range of stakeholders.

## **Outcomes:**

- Highly effective delivery of College activities and programs while demonstrating astute financial management.
- Foster a culture of mutual respect, inclusivity and accountability, both within the College staff structure and in the relationship between staff and key stakeholders.

## **Workplace Health and Safety:**

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

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