

CEO



Advanced Paediatric
Life Support

- *Leadership in the management of volunteers*

Advanced Paediatric Life Support promotes excellence in emergency care of ill and injured children through the provision of high quality contemporary education programs for healthcare professionals. It has 12 staff, 500 instructors and turnover of \$4million.

Working with the Board, you will be responsible for enhancing the internal organisation of people, processes and infrastructure that will allow APLS to continue to grow in line with its strategic plans. Your direct reports are Course Coordinators and Administrators, an Educational Officer, a Clinical Officer, a Technology Manager and an Equipment Coordinator.

You are a successful leader in the health, public or not-for-profit sectors who has a proven record of achieving results through others. Your personal gravitas and influencing skills enable you to broker and manage partnerships and collaborative agreements between and among like-minded organisations.

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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Advanced Paediatric
Life Support

Advanced Paediatric Life Support

(APLS)

Chief Executive Officer

POSITION DESCRIPTION

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C o n s u l t i n g

1. About APLS

Advanced Paediatric Life Support (APLS) commenced operations in Australia in 1997. The mission of APLS is to promote excellence in emergency care of ill and injured children through the provision of high quality contemporary education programs for health care professionals. APLS is a fully incorporated, not-for-profit organisation with its head office in Melbourne. APLS runs programs throughout Australia with outreach work conducted in the Pacific Rim.

2. Organisational Environment

APLS provides advanced training in the early management of acutely ill and injured children. Courses are conducted throughout Australia. Currently APLS has nine staff, 20 contractors and over 800 volunteer instructors.

APLS works within a values based culture. All staff is required to work within the Core Values of APLS which are:

- Support
- Integrity
- Respect
- Inclusiveness
- Commitment

3. Challenges

The challenges of this position include:

- The continuing financial sustainability of APLS
- The ability to strategically position the company for future growth and opportunities,
- The ability to lead and manage the company effectively,
- The ability to effectively interact with the Board, the Staff, Instructors, Faculty and Course Coordinators,
- The ability to exercise sound judgement and offer quality advice and guidance; and
- The ability to introduce quality initiatives in the promotion of APLS.

The incumbent must be able to establish and meet objectives, to evaluate options, make decisions based on knowledge of work area and act within tight deadlines.

4. Purpose of the Position

The overall purpose of this role is to successfully manage and run the APLS business.

The CEO is therefore responsible for enhancing the internal organisation of people, processes and infrastructure that will allow APLS to continue to grow in line with its strategic plans. This includes the

organisation's day-to-day operating activities including revenue growth; expenses, cost and margin control; monthly, quarterly and financial goal attainment. The position is also accountable for the overall management of APLS Staff contracts, suppliers, Instructors and Course Coordinators.

With a direct staff supervision of course Coordinators, Course Administrators, Educational Officer, Clinical Officer, Technology Manager and Equipment Coordinator, the CEO will manage a portfolio of functions.

5. Major Duties Performed

Duties and responsibilities include, but are not limited to:

1. Financial Sustainability

- Ensure the long term financial sustainability of APLS
- Manage the run the business to achieve in most income years a "break even" position or surplus for the company
- Strategically position the company for the future growth and growth opportunities

2. Strategy

- Together with the APLS Board prepare and implement the strategic plan of the organisation.
- Working on various strategic projects as required which may include proposals for the Board and business development activities.
- Promoting and developing strategies and implementing new measures to ensure appropriate educational and quality standards for all APLS Courses and products including the PAC Conference.

3. Course Management and PAC Management

Oversee course bookings to ensure sufficient course attendances and no course cancellations by:

- Reviewing course booking numbers and identifying courses at risk (low bookings) and taking action to rectify this.
- Identifying and implementing ways to promote APLS, PLS and GIC courses.
- Oversee courses to ensure they are being conducted professionally and seamlessly by:
 - Undertaking systemic work practice audits partially that patient to quality and efficiency of service delivery and prepares course evaluation summaries and performance reports and recommendations for discussion with the CEO.
 - Providing through the Education Officer comprehensive training and clinical advice to instructors and faculty to ensure their respective roles are being performed in a consistent a professional manner, including developing and maintaining the appropriate education and quality standards for the course faculty.
 - Working with existing course Coordinators to assist them to improve their skills and to ensure they are well informed of any updates to Courses.

- Developing and promoting an excellent standard of customer service.
- Developing and proactive and constructive relationship with internal and external stakeholders in order to establish and maintain constructive links and evaluate ideas.
- Overseeing the preparation of, the management of and carrying out successfully the PAC Conference for APLS each year.

4. Staff Management

- Overseeing the performance of all staff, and where problems are identified with performance, working with the staff member to improve performance.
- Developing a comprehensive understanding of the role and functions of direct reports to ensure assistance can be provided in peak times or times of absence, e.g. needs to be able to step into any role and fulfil the functions of that role if necessary, and create work instructions to ensure roles and processes are adequately captured.
- Being proactive in implementing actions to foster a 'team' culture, to identify opportunities or strategies are in place to meet the performance objectives.
- Developing and promoting an excellent standard of customer service.
- Complying with all Equal Employment, privacy and Occupational Health and Safety instructions, polities and procedures ensuring full compliance by all staff reporting to the position.

5. Course Development

- To oversee the work of the Clinical Officer in the implementation of course changes as required ensuring that appropriate clinical practice is adhered to.
- Ensure that through the Clinical Officer course changes are systematically communicated to all instructors and that clinical implication are resolved and communicated effectively.
- Manage the implementation and development of a virtual learning environment taking into consideration all current educational and clinical frameworks.

6. Clinical Governance

- Oversee the management and governance of the APLS Clinical Governance Committees, including Course Development Committee, Instructor Development Committee, International Committee and PLS Committee.

7. General Business Management

- Appropriate and timely reporting to the Board generally and especially in respect to and at Board Meetings.
- Continuous Communications with Instructors in respect to Courses, PAC Conference and APLS developments.
- Establish the core priorities, allocate resources and assess policies for the organisation.
- Developing and completing regular reports on Course attendance and feedback.

- Continue to develop and promote the third party leasing of the APLS facility.
- Carrying out Company Secretarial obligations/duties for the company.

8. Other Duties

- Other duties as may be directed from time to time commensurate with the scope and level of the position.