

CEO



COLLEGE OF INTENSIVE CARE MEDICINE
OF AUSTRALIA AND NEW ZEALAND

• *Trans-Tasman medical college*

The College of Intensive Care Medicine of Australia and New Zealand was formed in 2009 as the single training body throughout Australia and New Zealand with the objective to promote and advance the speciality of intensive care medicine. The College develops and administers the regulations, training, education and examination processes necessary for registered trainees to achieve and then maintain Fellowship status and hence become specialists in intensive care medicine.

As Chief Executive, you will work closely with the Board in ensuring CICM's ongoing viability, performance and achievement of its goals. Overseeing its education and continuing professional development programs is a priority. Effective stakeholder engagement in the government, education and broader medical sectors is vital, along with the provision of governance advice to the Board and its sub-committees.

Your prowess in leading and managing in a purpose-driven, member-focused setting is based on strong credentials in communicating in a complex and evolving environment. A background in working with trans-national policy and legislative issues would be advantageous, coupled with a capacity to mitigate risk.

Please view the information 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.

BROOKER
Consulting



www.brookerconsulting.com.au

667BRO



**College of Intensive Care Medicine
of Australia and New Zealand**

POSITION DESCRIPTION

POSITION TITLE:	Chief Executive Officer	
DEPARTMENT/UNIT:	College of Intensive Care Medicine of Australia and New Zealand	
EMPLOYMENT STATUS: <i>(full-time, part-time)</i>	Full-time	
INCUMBENT:	To be appointed	
REPORTS TO:	CICM Board	
SIGNATURE:		DATE:

The Organisation:

The College of Intensive Care Medicine of Australia and New Zealand was formed in 2009 as the single training body throughout Australia and New Zealand with the objective to promote and advance the specialty of intensive care medicine. The College develops and administers the Regulations, training, education and examination processes necessary for registered trainees to achieve and then maintain Fellowship status and hence become specialists in intensive care medicine. The College also maintains a strong interest in training in the Asia-Pacific region, especially in Hong Kong and Singapore,

Our Core Values

- Integrity - adhering to moral and ethical principles and practice
- Collaboration, leadership and teamwork - working together to achieve the best outcome
- Accountability & Responsibility – to our patients and their families, to our communities and our colleagues
- Respect and Compassion - being sympathetic and empathetic
- Excellence - in all aspects of intensive care practice

Our Strategic Priorities

- Excellence in Training
- Engagement with Fellows
- A Sustainable Organisation
- External Relationships

The Team:

CICM is governed by an elected Board whose eleven members 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 a range of committees. Members (Fellows) involved in College activities provide their services in a *pro bono* manner. The College committees are supported by 24 College employees, including two part-time Directors of Professional Affairs who are ex-College Board Members.

Primary Job Purpose/Objective:

The Chief Executive Officer is responsible to the CICM 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 CICM Board
- To advise the CICM Board on matters of College business as the Board requests
- To manage the College's programs related to education, training and assessment
- To manage the College's continuing professional development programs
- To manage College projects, including externally funded programs
- To provide oversight and 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 provide oversight and planning of financial performance with a view to maintaining financial stability and sustainability.
- To oversee the recruitment and management of all College employees

Key Responsibilities:

- Ensure that the CICM Board is fully briefed and informed on all matters in relation to the efficient functioning of the College
- Ensure that CICM provides effective policy development, accountability and is a recognised leader in training, education and continuing professional development in intensive care medicine
- Adhere to College policies and procedures
- Select, recruit, manage and support staff members to carry out effectively the work of the College
- Ensure effective dissemination and implementation of policy decisions taken by the CICM Board
- Ensure that CICM Regulations and documentation remain consistent with CICM Board policy and that the College appropriately follows its regulations
- Ensure that the College remains cognisant of and conformant with the legislative requirements in the various jurisdictions, seeking legal opinion where there is any uncertainty
- Ensure that CICM programs remain consistent with 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 and the MCNZ

- 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 College Appeals process
- Enhance relationships with other medical colleges and other stakeholders, including the Committee of Presidents of Medical Colleges (CPMC)

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 CICM Board
- A demonstrated ability to effectively lead and manage a diverse range of individuals and groups, 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
- 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
- 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.