

CEO



• *Location Hawthorn and Churchill*

Eastern Victoria General Practice Training (EV) is a regional training provider funded by the Commonwealth to deliver the Australian General Practice Training (AGPT) scheme. It delivers innovative programs throughout eastern, south-eastern and north-eastern metropolitan Melbourne, The Mornington Peninsula and Gippsland.

The CEO is accountable for leading, implementing and achieving the strategic objectives of EV so that its GP training is of the highest quality, reflecting the needs of Eastern Victoria. The priority is to ensure robust management practices, governance and organisational culture are enhanced and demonstrated on a daily basis, as EV prepares for the next phase of its evolution.

You are a seasoned leader and manager in a regulated, complex and evolving organisation, ideally familiar with the health, vocational education and/or non-profit sectors. Your influencing and engagement skills are underpinned by sound business acumen and a proven capacity to build collaborative relationships.

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)96021666, in confidence.





Eastern Victoria GP Training

Position Brief

Chief Executive Officer

16th January 2020



POSITION DESCRIPTION

Chief Executive Officer

Reports to

Board

Supervises

Director of Training
Director of Corporate Services
Director of Education Quality Improvement
Senior Aboriginal Health Educator and Advisor
Program Manager (General)
Program Manager (Rural)
Human Resources Manager
Communications and Marketing Manager
Supervisor Liaison Officer/s
Registrar Liaison Officer/s

Location

Gippsland or Melbourne

To foster a culture of inclusiveness and interdependence across the organisation, there is a requirement to maintain a regular physical presence and work from the alternate location

Work Hours

1.0 FTE

This position requires flexibility as there is some requirement to work outside normal working hours including evenings and weekends.

Review date

December 2020

Introduction

Eastern Victoria General Practice Training (EV) is a regional training provider that is funded by the Commonwealth Department of Health to deliver the Australian General Practice Training (AGPT) program. The AGPT program is a world class vocational training program for medical graduates wishing to pursue a career in general practice.

EV provides innovative training opportunities with flexibility to tailor individual training programs to meet the identified learning needs and interests of registrars. The diversity of our organisation provides general practice registrars with rich and varied professional and personal experiences.

EV delivers training throughout eastern, south-eastern and north-eastern metropolitan Melbourne, Mornington Peninsula and Gippsland. We are committed to providing high quality vocational education and training for general practice in rural and metropolitan environments through:

- Building on the existing strengths of the previous regional training providers;
- Developing cost efficiencies without compromising quality outcomes;
- Contributing to the health of the community through both a local and a regional focus;
- Applying the outcomes of relevant educational and clinical research; and
- Modelling best industry practice.

The leadership of EV is committed to the Values of the organisation and demonstrates these Values in every action and decision. Our Values are: Integrity, Creativity & Innovation, Respect, Connectedness, Compassion and Responsibility.

Position Overview

The Chief Executive Officer (CEO) is accountable for leading, implementing and achieving the strategic objectives of EV in order that General Practice Training offered by EV is of a high quality and reflects the needs of the Eastern Victoria region.

The role oversees the business to ensure good management practices, governance and organisational culture are developed and applied to the day-to-day activities of the organisation.

Provide leadership and direction to ensure a successful transition from the current Department of Health (DoH) funding agreements to proposed College led funding agreements (RACGP & ACRRM) targeted to commence from 2022.

The CEO is also responsible for building and maintaining relationships with key stakeholders that contribute positively to delivering outstanding General Practice training. The CEO will also be responsible for establishing a common culture across the entity and ensuring both Gippsland and Melbourne staff partner effectively to deliver appropriate services across the full region covered by EV.

Position Requirements

Key Responsibilities

Provide leadership, direction and coordination to the organisation.

- Lead the development, communication and implementation of EV strategic objectives.
- With the Board and senior leaders, establish financial and non-financial performance targets and drive the organisation to achieve these targets.

- Lead the development and reinforcement of a positive, constructive organisational culture that facilitates the organisation achieving its objectives.
- Oversee the establishment and maintenance of organisational systems and capability that facilitates registrars to achieve either Fellowship of Royal Australian College General Practice (FRACGP) or Fellowship of Australian College Rural and Remote Medicine (FACRRM) within anticipated timeframes and costs.
- Maintain a high-performing team of directors and senior leaders at EV by engaging and mentoring the team and building credibility throughout the organisation.
- Plan and implement support provision for teaching practices, supervisors and registrars.
- Oversee the management of the activities of the organisation to ensure it operates within the policies and approach agreed by the Board
- Through active engagement, develop and annually review the strategic plan and recommend to the Board for input and approval.
- Act at all times to ensure that the activities and individuals connected to EV protect the reputation of EV and promote the effectiveness of the offering.
- Ensure the smooth and effective transition from DoH funding agreements to College (RACGP & ACRRM) led funding agreements.
- Position EV in a favourable position to continue to provide high quality leading GP training services to Eastern Victoria.

Risk Management and Governance.

- Accountable for the identification and management of organisational risk, and reporting same to the Board.
- Ensuring organisational systems are in place that allow accurate and complete disclosure of the organisation's financial position through policy, procedure and internal control.
- Ensure the organisation complies with all regulatory and government requirements and meets any government or departmental assurances relating to EV and its activities.
- Maintain appropriate governance policies and practices and that these are regularly reviewed by the Board.
- With the Board, ensure effective succession plans are in place for key positions in the organisation.

Networking and stakeholder relations.

- Ensuring the development and maintenance of effective professional linkages and relationships with key stakeholders such as RACGP, ACRPM, Department of Health (DOH) - Australian General Practice Training (AGPT), hospital personnel, Victorian Aboriginal Community Controlled Health Organisations (VACCHO), Primary Health Networks (PHNs), University Departments of General Practice and other related bodies as appropriate.
- Advance the profile of EV through active involvement in state and national initiatives and representing EV at relevant national forums and working groups / advisory bodies.
- Managing the engagement of stakeholders, including staff, registrars, practices and supervisors as EV is established and commences operations.
- Working constructively and positively with the Board to deliver the strategic objectives of EV.

Provide strategic and organisational momentum.

- Provide drive to the strategic objectives of EV with the support of the senior leaders and Board.

- Attend and participate in EV board meetings and provide required monthly reports
- Sponsor and contribute to internal and external communications via newsletters, website content, handbooks and interviews.
- Participate in relevant EV committees and sub-committees and advisory groups.
- Conduct all dealings in a way that protects the reputation of EV and presents EV in a positive and favourable light.

General Requirements

- To lead the development and acceptance of EV's vision, mission and strategic direction.
- Develop and maintain positive stakeholder relationships.
- Ensure the organisation maintains a thorough knowledge of the AGPT program, associated policies and procedures, RACGP and the ACRRM training standards, and other relevant legislation and/or Australian Standards.
- Approve and review policies, procedures and quality improvements that are consistent with the culture and objectives of EV.
- Support the Bi-College Accreditation process.
- Comply with privacy legislation.
- Maintain a working awareness of potential impact of changes to training standards, as and when proposed, on delivery of training by EV.
- With the support of the Directors, advise the Board on obligations and responsibilities regarding any proposed changes in program policy, training standards and/or National Terms and Conditions for Employment of Registrars.

Organisational Requirements

Workplace Health & Safety (WH&S)

Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment, being familiar with WH&S legislation and by participating in WH&S training or drills where and when required.

The physical demands of the job include sitting and working on a computer for an extended period of time. Travel between offices will be required. Some positions may require interstate travel.

Continuous Quality Improvement

Identify continuous quality improvement opportunities; participate in the development of quality procedures and processes and contribute to internal and external continuous improvement activities as required.

Performance Management Framework

Actively participate in the supervision and performance management of staff managed in line with EV policies and procedures.

Actively participate in performance management processes with your manager, in line with EV policies and procedures.

Selection Criteria

Mandatory

1. Demonstrated capacity to provide leadership across an organisation to deliver agreed strategic objectives and meet key performance indicators.
2. Strategic thinking, with the ability to communicate and build a shared understanding of the strategy.
3. Extensive experience in management and/or supervisory roles with proven leadership skills and ability to motivate and gain the confidence of senior staff, Board members and more broadly across the organisation.
4. Excellent problem solving, conceptual and analytical skills.
5. Strong commercial skills and solid financial acumen, including the capacity to manage significant operational budgets and interpret and respond to financial accounts / information.
6. Highly developed planning, organisation and time management skills with demonstrated ability to work under pressure, prioritise and meet deadlines, and a high attention to detail.
7. Excellent relationship development, networking and interpersonal skills to build and maintain effective professional relationships with diverse stakeholders and groups on behalf of EV.
8. Outstanding written, verbal and presentation skills that influence across all levels of the organisation.
9. Impeccable integrity, honesty and ability to engender trust and model the values of the organisation.
10. Ability to lead and manage change, develop and drive a common culture across the entire organisation of excellence and continuous improvement.
11. Demonstrated ability to show initiative, effectively liaise with a diverse range of people and to work both independently and collaboratively with colleagues and third parties, as required.
12. Tertiary qualifications or extensive relevant experience in business management and administration.

Desirable

1. Experience in a not for profit organisation and/or an education or training environment.
2. Extensive first-hand experience in the governance, management and/or administration of health services in a general practice setting.

Last Updated

1 January 2020