

CEO

• *Inspirational leadership opportunity in rural aged care*

Hesse Rural Health provides health and aged care services across multiple communities, including residential, hospital, home based care, allied health, health promotion and palliative care. Known for its innovative, acclaimed, best practice dementia environment, Hesse has 140 staff, 75 volunteers and a revenue of \$11M.

Your brief is to collaborate with a highly engaged board, building on the legacy of a long-serving CEO. You are a seasoned, well qualified leader and manager of complex health and/or aged care services, with superior strategic, finance and business acumen and an authentic approach to community and culture development.

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 or Lesley Lightfoot on 0458 543 485, in confidence.



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Position Description

Chief Executive Officer

Hesse Rural Health

THE POSITION

The Chief Executive Officer (CEO) reports to Hesse Rural Health (Hesse) Board of Directors and has responsibility for the provision of effective leadership and management of the organisation. The CEO is responsible for shaping and executing organisational strategy, the effective management of financial, physical and human resources, facilitating best practice quality and clinical governance, driving a positive workplace culture, building strategic partnerships with a range of stakeholders and enhancing the profile of the organisation within the broader community.

The CEO works in a highly complex environment that requires effective interaction with the Board, staff, communities, key stakeholders including residents and their representatives, government departments, public sector partner organisations and peak bodies. The CEO will be highly motivated and possess the ability to see the opportunities for service development and improvement.

The CEO provides leadership and oversight to Hesse Rural Health's Operational Executive and Leadership Teams. This includes ultimate responsibility for; 140 employees, \$11.5 million operating revenue; and ensuring the quality of the occasions of service provided to Hesse Rural Health clients annually.

Prime Attractions of this Position

Proximity to Melbourne, Geelong and regions, rural and coastal tourist areas; reputable organisation, positive workplace culture; working with a skills based Board, engaged rural community, salary packaging and service expansion opportunities driven by predicted population growth.

BACKGROUND

Mission & Values

Hesse is dedicated to providing and facilitating access to best practice health, aged and community based services that strive for rural wellbeing.

<i>Inclusiveness</i> -	Welcoming everybody
<i>Integrity</i> -	Accountable transparent practice
<i>Excellence</i> -	Committed to being the best we can
<i>Creativity</i> -	Leading into the future
<i>Person Centredness</i> -	Finding what is important to the individual

Service Profile

Hesse Rural Health is a public hospital operating under the Health Services Act 1988 and relevant amendments, and is governed by a Board of Directors appointed by the Governor in Council by the recommendation of the Victorian State Minister for Health.

As an innovative rural health service, Hesse provides acute, aged and community based services across parts of the municipalities of Colac Otway, Golden Plains and the Surf Coast. Services operate across 4200 km² from sites at Winchelsea, Beeac, Rokewood and Bannockburn. Hesse partners with the Winchelsea Hostel and Nursing Home Society Inc., a not-for-profit entity and Commonwealth



Residential Aged Care Service (RACS) provider, whose charter is to plan, provide and develop appropriate services for the local community.

Hesse's broad range of services include: Aged Residential including Dementia Specific Care, Sub-Acute Hospital, Urgent Care, Palliative Care, Community Health, Health Promotion, District Nursing, Allied Health, Home Care Packages, Commonwealth Home Support Program, Independent Living Units, Facilitated Play Groups and Occasional Child Care.

The organisation is highly regarded for best practice residential aged care and in particular the internationally recognised purpose built Werruna dementia environment. Research collaborations exist with local and international universities.

For more information please refer to www.hesseruralhealth.org.au

KEY RESPONSIBILITIES

Reporting to and accountable to the Board of Directors, the functions of the Chief Executive are:

Governance

- Operate within delegated responsibilities and authorities as set by the Board
- As delegated by the Board of Directors, define, implement and manage the successful achievement of Hesse Rural Health's strategic plan through business & clinical plans, financial management practices and effect opportunities for service development
- Ensure communications with Board Chair are open and transparent
- Ensure the Board and its sub-committees are assisted and provided with relevant information to enable them to perform their functions effectively and efficiently
- Ensure the Board's governance decisions are implemented and reported upon effectively throughout the organisation
- Prepare and present a formal monthly CEO Report to the Board of Directors
- Provide secretariat for Board meetings and be the principal interface between the Board and the Executive Team
- Be familiar with relevant legislation and implement requirements of statutory and accountable bodies
- Inform the Board of identified emerging challenges and risks, in a timely way and enabling them to respond in a strategically responsible manner
- Work in collaboration with state and local area public health and other services for regional planning to meet the needs of population change
- Prepare Annual Financial, Report of Operations and Quality Account for delivery at the Annual General Meeting

Business Management

- Ensure the financial and operational performance is underpinned by high quality policies and practices
- Develop effective financial management strategies aligned to operating plans, and ensure financial targets are met with audit compliance
- Ensure funding agreement deliverables are achieved to meet performance targets
- Ensure the organisation is designed and resourced to deliver services in accordance with strategic objectives, performs in accordance with contemporary models of practice and is robust to respond to change
- Maintain awareness of the range of programs funded by Local, State and Commonwealth Governments and pursue new program funding areas for service growth relevant to population health needs



Quality

- Ensure risk, quality & safety, clinical, workforce and consumer frameworks are robust and effectively embedded throughout the organisation
- Ensure systems and processes are in place to enable the organisation to monitor clinical and service quality against performance standards, and identify areas for improvement to meet accreditation requirements
- Elevate quality of care within the organisation, ensuring the voice of the consumer is at the centre of core business and that the organisation remains focussed on continuous improvement
- Foster a 'just' culture of safety, fairness, transparency, learning and improvement in which staff are empowered and supported to understand and enact their roles and responsibilities
- Regularly report to the Board with internal and external data on clinical risks, care processes and outcomes, areas for improvement and progress towards excellence across all clinical, community and care services

Leadership and Management

- Promote the Mission and Values of Hesse Rural Health and ensure these principles are effectively integrated in all areas of responsibility
- Provide inspirational leadership and embed a positive workplace culture that attracts, develops and retains high quality staff
- Foster a high-performing senior Executive leadership team through knowledge acquisition, effective communication skills, role modelling, performance evaluation and support for professional development
- Develop workforce capability and manage performance of employees, whilst meeting industrial and employment obligations
- Ensure that effective worker health and safety systems and processes are in place to support the wellbeing of the workforce

Stakeholder Relations

- Represent Hesse Rural Health in developing and sustaining positive relationships with government and other funders, public health service partners, community groups and other external stakeholders
- Create and maintain strategic relationships/partnerships with key services and providers to secure integrated primary health and aged care for people in the community
- Directly engage with existing and potential clients, residents, and their representatives in the development of consumer centred programs and services
- Act at all times to promote a positive service reputation that creates awareness within and beyond the communities served
- Undertake effective community and consumer engagement to ensure relevant and people focused service delivery across all program areas

QUALIFICATIONS

- Tertiary qualification in a relevant health or business related discipline
- Post-graduate qualifications in management, business or other related field
- Membership of health or relevant industry college or institute

KEY SELECTION CRITERIA

- Extensive executive level experience in leadership and management within a health and/or aged care related organisation
- Strong strategic, financial management and business acumen
- Understanding of best practice, contemporary aged care service delivery
- Experience in working in partnership with a diverse range of stakeholders
- Prior experience in working with a Board of Directors
- Strong understanding of the requirements of clinical governance



- Proven effective leadership skills
- Excellent written communication and interpersonal skills
- A current driver's license is required

ADDITIONAL INFORMATION

- Hesse Rural Health is an equal opportunity employer
- Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply
- This position is based at Winchelsea and the incumbent is required to attend other sites as necessary
- Employment is subject to a satisfactory national Police Check and Working with Children Check, Working with Children and Vulnerable People Check
- All staff must complete a Statutory Declaration in keeping with the requirements of the *Aged Care Act 1997* relevant to any spent convictions for murder or sexual assault
- The completion of a pre-existing injury / illness / medical condition declaration is required prior to appointment
- All employees of Hesse Rural Health are bound to work according to: the policies and procedures of the organisation, the relevant industrial agreements and Fair Work Act that provides the terms and conditions of the appointment, any Scope of Practice and professional codes of conduct relevant to the professional role, the Hesse Rural Health Employee Code of Conduct and the Victorian Code of Conduct for Victorian Public Sector Employees
- Immunisation for seasonal influenza is mandatory for all employees without documented medical contraindications
- Salary packaging is available to all fixed term and permanent staff

PERFORMANCE REVIEW

An initial performance review will take place six months following commencement of employment and then on an annual basis thereafter.

Performance reviews are subject to key performance indicators set down by the Board of Directors.

CONTRACT AND REMUNERATION

The remuneration package available is in keeping with the Victorian Public Health Sector Appointment and Remuneration Policy.