

CEO



**GOOD SHEPHERD
LODGE**

• *Top quality aged care – Mackay lifestyle*

• Good Shepherd Lodge has a proud 46-year record of outstanding faith-based service provision across two sites in Mackay. It has 324 beds, 360 staff and revenue of \$25 million.

• Working with a skills-based board, your objective is to maximise long term viability, while ensuring the highest standards of residential care, aligned to the Anglican ethos.

• You are a seasoned leader and manager of human services, with proven business acumen and a commitment to engagement with regional communities.

• 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 0419529525 or Lesley Lightfoot on 0458543485, in confidence.

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POSITION DESCRIPTION

Section 1 – Position Identification

GOOD SHEPHERD LODGE LTD (GSL)	
Effective Date of Document: October 2020	Classification: Executive Appointment
Position Title: Chief Executive Officer	Management Contract with underpinning terms as per GSL Ltd Support Staff Enterprise Agreement 2018

Section 2 – Position Relationships

Accountable to:

Title: **Good Shepherd Lodge Ltd
Board of Directors**



Responsible to:

Title: **Chairman GSL Ltd Board**



All Good Shepherd Lodge Staff

Positions Under Direct Supervision:

- Executive Clinical Services Manager
- Chief Financial Officer
- Environmental Services Manager
- Resident Liaison Manager
- Personal Assistant to Executive



Section 3 – Primary Objective of the Position

To maximise the long-term viability and profitability of Good Shepherd Lodge Ltd within the charitable and religious principles of the organisation's constitution, while maintaining the highest reasonable levels of care for residents.

This will be achieved by:

1. Actively seeking new or expanded opportunities to successfully build on the strengths of Good Shepherd Lodge Ltd in consultation with other members of the Executive.
2. In consultation with the other members of the Executive, successfully managing the existing and future operations of Good Shepherd Lodge Ltd, while maintaining the highest reasonable standards of all activities.
3. Showing empathy and understanding of the philosophy of Good Shepherd Lodge Ltd in relation to the care provided to residents.

EXTENT OF AUTHORITY

The Chief Executive Officer has authority to make decisions with regard to the operations of the Good Shepherd Lodge Ltd subject only to the direction and delegations granted by the GSL Ltd Board.

Remuneration and terms and conditions of employment of direct reports to be determined by the Good Shepherd Lodge Ltd Board (or its Executive).

Section 4 – Key Responsibilities

(i.e. the main areas in which the Chief Executive Officer must get results and achieve the required standards)

- ❖ Leadership and management of Good Shepherd Lodge Ltd on a commercial basis, whilst maintaining a caring and Christian ethos.
- ❖ Provide guidance to all staff within Good Shepherd Lodge Ltd to maintain compliance with all clinical, financial and human resource legislation and standards that affect the operation of the organisation.
- ❖ Abide by the philosophy, mission and values of Good Shepherd Lodge Ltd.
- ❖ Monitor budget and ensure financial goals are met or exceeded.



- ❖ Responsible for the effective and efficient use and management of all financial, human and material resources that apply to Good Shepherd Lodge Ltd.
- ❖ Ensure the soundness of Good Shepherd Lodge Ltd financial structure by reviewing projections for capital expenditure, budgeting and financing arrangements in consultation with the Chief Financial Officer.
- ❖ Provide comprehensive reports to the GSL Ltd Board on the financial, accreditation and services standards to ensure effective Board Governance decisions.
- ❖ Resolve challenges arising between or among functions operating under direct control.
- ❖ In consultation with other staff where appropriate, ensure any grievances are handled appropriately.

MANAGEMENT

- ❖ Monitor budgets and liaise with Chief Financial Officer regarding expenditure.
- ❖ Oversee the risk management framework incorporating governance, strategic, clinical and operational risk registers including natural disasters and health epidemics and pandemics.
- ❖ Ensure the integrity of all information and communications technology systems to minimise the risk of cyber security being compromised.

HUMAN RESOURCE MANAGEMENT

- ❖ Establish procedures to measure staff performance at all levels within the organisation.
- ❖ Review and approve the appointment, employment, transfer or termination of operations staff.
- ❖ Authorises levels of delegated responsibility for staff in regard to policies, contractual agreements and expenditure.
- ❖ Ensure all employees and volunteers have the highest level of skill appropriate for the outcomes required of them.
- ❖ Participate in the orientation of new staff.



EXTERNAL RELATIONS

- ❖ Establish, build and maintain harmonious relations with external stakeholders, funding bodies, community groups and supporters for the benefit of GSL.
- ❖ Where necessary, interact with the media.
- ❖ Maintain the integrity of the brand, ensuring uniformity with regard to publications, marketing materials, the website and any social media.
- ❖ Participate actively in local and state-wide peak bodies and professional associations, to represent GSL in the best possible light.

CONTINUOUS QUALITY IMPROVEMENT

- ❖ Develop, implement and analyse results of quality improvement activities to monitor compliance with Policies, Practices and relevant Standards.
- ❖ Guide, support and monitor activities of the Quality Committee to ensure expected standards of performance and outcomes are met.

COMPLIANCE WITH LEGISLATION

- ❖ Responsible for compliance with the Aged Care Act 1997 & User Rights Principles, Residential Aged Care Standards, Accreditation Principles / framework, Building Regulations, Industrial Awards and all other applicable laws, regulations, guidelines and professional standards and codes of practice.
- ❖ Facilitate maintenance of Good Shepherd Lodge Ltd meeting accreditation regulations at both sites.

PROFESSIONAL DEVELOPMENT

- ❖ Evaluate own practice by performance appraisal in conjunction with the Chairman of the Board of Directors, undertaking appropriate Continuing Professional Development.



Section 6 – Selection Criteria

ESSENTIAL

- Experience in Quality Management
- Demonstrated leadership qualities
- Understanding of financial responsibilities of the position
- Experience in a Senior Management position

DESIRABLE

- Experience and knowledge of ACFI
- Experience in Aged Care

Section 7 – Certification

- i) The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

CHAIRMAN, GSL LTD BOARD of DIRECTORS

Name: _____ Signature: _____

Date: _____

- ii) As occupant of the position I have noted the statement of responsibilities and other requirements as detailed in this document.

<i>Name</i>	<i>Signature</i>	<i>Date Appointed to Position</i>	<i>Date</i>