

# CEO position description

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<b>Job Title:</b>	CEO
<b>Business Unit:</b>	
<b>Classification</b>	Individual Agreement
<b>Reports To:</b>	Board
<b>Direct Reports:</b>	As organisational chart below
<b>Location</b>	Melbourne
<b>Date Updated:</b>	18 June 2024

## About Red Nose

Red Nose is Australia's leading authority on safe sleeping and safe pregnancy advice and has been a key provider of bereavement support following pregnancy, infant and child loss for over 40 years. We work hard to ensure parents whose baby or infant dies suddenly or unexpectedly are able to access appropriate bereavement support and care; regardless of where they are based in Australia.

## Position Purpose

The CEO will provide strategic and business leadership and guide the success of the organisation in fulfilling the goals of Red Nose. The role demands skills in executive management leadership, strategic planning, stakeholder management, agility and adaptability, financial acumen and strong communication skills. Experience in working a highly accountable, multi-stakeholder environment is essential, as is familiarity with the not for profit sector health care system, management of stakeholders and policy drivers.

Area of Focus	Key Tasks
Executive Leadership	<ul style="list-style-type: none"> <li>• Develop an effective working relationship with the Board. Provide advice and support to the Board in order for it to fulfil its governance responsibilities. Liaise with the Board Chair and Directors to support their decision making and compliance.</li> <li>• Provide advice to the Board on the strategic direction of Red Nose including changes and trends in the not for profit sector.</li> <li>• Lead the development and implementation of Red Nose strategic and business plans and establish appropriate risk control systems ensuring that Red Nose is positioned for long term sustainability and success.</li> <li>• Lead the execution of strategy developed in consultation with the Board of Directors.</li> <li>• Lead the Executive Team in the generation of new ideas and innovative approaches as to how Red Nose manages its business.</li> <li>• Ensure the executive management team operationalises organisational strategy.</li> <li>• Implement executive management systems that ensure organisational commitments are delivered within Commonwealth, operational and budget parameters.</li> <li>• Develop strong, respectful and collaborative relationships with stakeholders.</li> <li>• Develop a culture that values responsible and ethical behaviour, integrity, transparency and accountability and that promotes excellence, growth and maximises individual potential.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Achieve the business and financial outcomes set by the Board.</li> <li>• Ensure compliance with agreements, legal and legislative requirements relevant to Red Nose. Identify, control and monitor organisational risks</li> <li>• Ensure timely performance and budget reporting to government, philanthropic and corporate funding bodies.</li> <li>• Ensure preparation of an annual budget for Board approval and monthly reporting of Red Nose's financial and service performance.</li> <li>• Monitor, benchmark and report organisational performance.</li> <li>• Maintain company records in accordance with the Constitution and regulatory requirements.</li> <li>• Manage contracts with stakeholders, contractors, consultants and other service providers and ensure that the financial and service obligations are satisfactorily fulfilled.</li> <li>• Develop and implement strategies for identifying and obtaining additional sources of funding for Red Nose.</li> <li>• Ensure compliance with all taxation and other statutory requirements.</li> </ul>
Promotional and Stakeholder Management	<ul style="list-style-type: none"> <li>• Be the principal spokesperson for the organisation, promoting the role and function of Red Nose to stakeholders and the broader community.</li> <li>• Represent the organisation effectively actively promoting and developing the identity of Red Nose to all stakeholders including local, regional, national and international related organisations and the broader community.</li> <li>• Seek opportunities to leverage media to promote the profile, role and achievements of Red Nose.</li> <li>• Work with other providers of community services and businesses in</li> </ul>

Area of Focus	Key Tasks
	<p>private and public spheres, to enhance client focused outcomes.</p> <ul style="list-style-type: none"> <li>• Ensure Red Nose has clearly defined stakeholder engagement mechanisms in accordance with organisational commitment and Board intent.</li> </ul>
Quality and Safety	<ul style="list-style-type: none"> <li>• Ensure that Red Nose work and services are provided in a safe manner at all times for staff.</li> <li>• Identify continuous quality improvement opportunities;</li> <li>• Actively participate in supervision and an annual performance plan,</li> <li>• Knowledge and understanding of relevant legislation relevant to the sector.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Ensure that members of the Board are regularly provided materials for the consideration and advice on strategic priorities, strategic plans, business plans and budgets.</li> <li>• Develop and implement meaningful and timely reporting to the Board.</li> <li>• Set standards of quality and meet established standards and deadlines with all reports, proposals, submissions and correspondence.</li> <li>• Ensure a high level of performance in relation to the Performance and Monitoring Framework established by Red Nose and External Regulatory bodies.</li> <li>• Meet the reporting requirements of all relevant regulatory bodies.</li> </ul>
Organisational Development	<ul style="list-style-type: none"> <li>• Ensure that Red Nose develops an effective organisational structure and organisation capability and talent management frameworks to implement the strategic plan and meet the organisations objectives.</li> <li>• Be responsible for the overall development and continuous improvement Red Nose’s human capital, including the evaluation of individual performance, profession development and knowledge management.</li> <li>• Ensure that Red Nose becomes accredited to the National Safety and Quality Digital Mental Health (NSQDMH) Standards and continuously strives to improve its processes and quality of services and fosters innovation, learning and professional growth.</li> <li>• Maintain an effective organisational structure, establishing clear roles and responsibilities for individuals within the organisation.</li> </ul>

Experience & Qualifications	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience at CEO or equivalent level and the ability to lead, inspire and drive a complex organisation with a record of outstanding achievement.</li> <li>• Demonstrated track record in developing and implementing multiple scale programs requiring collaboration and negotiation.</li> <li>• Significant management experience and a clear understanding of the Australian health system and health policy environment, and evidence-based healthcare.</li> <li>• Previous experience working with an engaged board and demonstrated ability to provide visionary, proactive, high quality ideas, governance principles advice and support to the Board.</li> <li>• Proven knowledge and experience in financial management,</li> </ul>

<b>Experience &amp; Qualifications</b>	
	<p>managing budgets corporate governance and risk management, ensuring the long term viability of the organisation.</p> <ul style="list-style-type: none"> <li>• Strong strategic, analytical and problem solving capabilities with a track record in developing and delivering strategic and business plans in measurable outcomes.</li> <li>• Postgraduate tertiary qualification in management, health sciences or other related discipline.</li> </ul>

<b>Skills &amp; Technical Expertise</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to lead change, establish a sustainable business and negotiate multiple relationships to achieve organisational goals.</li> <li>• Highly developed interpersonal skills and an ability to form and manage professional relationships with stakeholders, consumer representatives, political and Government representatives and key professional bodies.</li> <li>• A collaborative leadership style, with experience building and leading a highly skilled and committed professional team.</li> </ul> <p>Advanced written and oral communication skills to support the development of key strategic documents, delivery of presentations in public forums, and a positive profile with the media.</p> <ul style="list-style-type: none"> <li>• Strong analytical skills and problem solving capabilities which includes the ability to act effectively in a large and diverse geographic region.</li> </ul>

<b>Personal Attributes</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Empathy</li> <li>• Inclusiveness</li> <li>• Personal Effectiveness</li> <li>• Outcome Focused</li> <li>• Resilience</li> </ul>