**EMMERTON PARK INCORPORATED**

**POSITION DESCRIPTION**

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| **Authorised By: Emmerton Park Board**  | **Reviewed: December 2024** |
| **POSITION TITLE** | **CHIEF EXECUTIVE OFFICER** |
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| **AGREEMENT** | **INDIVIDUAL AGREEMENT** |
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| **AREA OF EMPLOYMENT** | **EMMERTON PARK INC** |
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| **REPORTS TO** | **BOARD OF MANAGEMENT** |

**ROLE PURPOSE:**

* Responsibility for leadership and the management of the residential aged care and independent living services, including the delivery of customer service excellence in wellbeing and lifestyle to our residents and home care clients.
* Identify emerging opportunities to increase the resident satisfaction, community benefit and financial health of Emmerton Park Inc.
* Deliver the Emmerton Park Inc. Strategic Vision as directed by the Board of Directors.
* Ensure adherence to all legislative compliance related to operations and clinical management. This includes (but is not limited to) accreditation outcomes across all standards related to the Aged Care Act, Retirement Village Act that are in place at a given point in time, annual external financial audits including Prudential Compliance.
* Ensure all regulatory and financial compliance in accordance with Aged Care Financial Reports calendar is completed on time.
* To oversee Emmerton Park Inc. projects both current and future to effective conclusion.
* Developing and delivering innovative services and initiatives aligned to consumer needs;
* Providing highly engaging leadership and direction that builds organisational and workforce capacity and culture
* Ensure resources are fully utilised and instigate positive productivity measures
* Maintain positive relationships with all stakeholders and grow the brand to develop community awareness and support
* Lead the organisation in the development and delivery of high impact, high quality and cost-effective programs and service
* Provide feedback to the Board of Directors monthly on the facility progress and programs including but not limited to financial updates, changes to Standards and Legislation, project status, clinical and workforce statistics.

The CEO is a responsible person as described in by the Australian Charity and Not-for-Profit Commission (ACNC) and Workplace Health and Safety Legislation and Regulations.

**PERFORMANCE**

Salary for this role will be assessed and reviewed annually.

The CEO will undertake a performance-based appraisal conducted by the Chair and/or nominated Board members. A written evaluation shall be reviewed by the Board and discussed at the next meeting. The CEO shall be present at the discretion of the Board and appropriate feedback provided.

The CEO is ultimately responsible to the Board.

**KEY SELECTION CRITERIA AND PERFORMANCE INDICATOR**

* Overall Leadership
* Policy & governance
* Finances
* Staff and Service management in a conciliatory and transparent manner
* Proven good communication processes to facilitate teamwork and involvement in achievement of best practice
* Facility Management
* Organisation development

**LIMITATIONS**

The CEO shall not cause or allow any practice, activity, organisational circumstance, or decision which is in any way unethical, unlawful, imprudent or which violates any organisational policy or expressed values, or any commonly held business or professional ethic.

### FINANCIAL

The CEO is responsible for the day-to-day financial management of the organisation and shall carry out this duty in a manner which shall in no way threaten its financial strength and will require a good understanding of spreadsheet applications to process Emmerton Park Inc. accounts for the Board, ILU Residents and our Facility clients.

### COMPLIANCE

### The CEO will ensure the affairs are managed on a prudent basis, and report on the Liquidity of Emmerton Park Inc. including participation in Budgeting.

### The CEO:

1. Shall not cause the organisation to incur unauthorised indebtedness.
2. Shall not use any organisational funds other than for the furtherance of its purposes and priorities as approved by the board in its ends policies.
3. Shall not allow ordinary operating expenses to become undischarged debts beyond a two-month period from due date.
4. Shall not use restricted or ‘tagged’ contributions for any purposes other than those designated.
5. Shall not allow any one person alone to have complete authority over any of the organisation’s financial transactions.
6. Shall not fail to pay staff on time.
7. Shall not make a purchase or commitment of greater than $25,000.00 unless duly authorised by the Board.
8. Shall not fail to report any significant variances from budget figures.
9. Shall not allow tax payments or other government ordered payments and filing to be overdue or inaccurately filed.
10. Shall not violate generally accepted accounting practices.
11. Shall not acquire, encumber or dispose of real property.
12. Shall be loyal to the board, abiding by board decisions once reached.
13. Shall not do anything that in any way denigrates the organisation’s public image.

**CONDUCT**

* Works in accordance with the Aged Care Code of Conduct, Mission and Values of Emmerton Park Inc.;
* Works in accordance with but not limited to:
	+ Anti-discrimination legislation;
	+ Resident Abuse and Mandatory Reporting legislation (SIRS);
	+ Federal and State Sex Discrimination Act;
	+ Workplace Health & Safety legislation including anti-harassment and anti-bullying;
	+ Charter of Residents’ Rights & Responsibilities; and
	+ Policies and Procedures of Emmerton Park Inc. (we do what we have said in writing we will do).