



BOURKE ABORIGINAL CORPORATION HEALTH SERVICE

POSITION DESCRIPTION

Position Title: Chief Executive Officer	Business Unit: Executive	
Reports To: Bourke Board of Directors	Direct Reports:	
Primary Objective:		
This position is responsible for the overall strategic direction and management of the organisation to ensure the achievement of the established strategic goals. Key objectives include: <div><div>i.</div><div>To ensure that the organisation is a leader in delivering efficient and effective business operations, risk management and financial performance;</div><div>ii.</div><div>Establishment of core organisational values in conjunction with the Board of Directors and ensuring these values are reflected in all aspects of the company and communicated to all stakeholders;</div><div>iii.</div><div>Creating, implementing and maintaining high quality and service performance standards and developing systems to build key relationships and improve operational efficiency;</div><div>iv.</div><div>Responsible for overseeing all functions within the organisation and providing direction and guidance to the organisation as a whole; and</div><div>v.</div><div>Ensure and contribute to the operational and strategic decision-making process and provide authoritative advice to the Board of Directors in relation to operational matters and company performance.</div></div>		
Position Dimension & Decision Making Authority:	Key Communication Contacts:	
Without referral to Board but in consultation with managers or others – <div><div>•</div><div>Operational expenditure within delegated limits</div><div>•</div><div>Implement strategic and operational plan</div><div>•</div><div>Organisational financial performance</div><div>•</div><div>Budget management</div></div> Referred to Board – <div><div>•</div><div>Major Capital expenditure</div><div>•</div><div>Strategic direction</div><div>•</div><div>Budget setting</div></div>	Contact/Organisation	Purpose/Frequency of Contact
	Board Of Directors	Monthly – Accepting direction and reporting performance
	Executive Team	Daily – Direction and leadership
	External Consultants	As required – Sourcing expertise
	All staff	As needed – Support where appropriate

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Strategic Plan and Direction	<ul style="list-style-type: none"> • Development and implementation of the Organisation's Strategic Plan to ensure the achievement of the company strategic direction and goals. • Liaise with the Board of Directors and the Executive Team to develop and implement the Organisational Strategic Plan and business unit strategies to ensure the achievement of the company strategic direction and goals. • Advise the Board on culturally-appropriate strategic market and service sector opportunities. 	<ul style="list-style-type: none"> • Quality of Strategic Plans • Achievement of Strategic Objectives
2. Leadership and People Management	<ul style="list-style-type: none"> • Provide leadership to ensure that staff capability is developed to each team member's full potential to assist in achieving the organisation strategic objectives. • Implement an Indigenous succession plan for all non-identified positions. • Ensure that all employees are complying with relevant WH&S legislation and that any issues are identified and resolved appropriately. 	<ul style="list-style-type: none"> • HR metrics data, such as retention, unexplained absences are within KPI limits. • Performance plans and learning and development plans are in place for all team members.
3. Stakeholder Management	<ul style="list-style-type: none"> • Maintain and enhance partnerships with government, community and other stakeholders to ensure that opportunities to benefit the organisation are identified and developed. • Liaison with Federal, State and Local Government in relation to existing and new funding agreements, to ensure that all agreements are developed and 	<ul style="list-style-type: none"> • Risk plan from funding bodies

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	<p>maintained.</p> <ul style="list-style-type: none"> • Liaison with Commonwealth and State Government departments and agencies, and Aboriginal organisation to develop relationships and partnerships. • Organise board meetings to ensure all relevant documentation is prepared and issued, information is tabled and records and accurate minutes are taken and retained. 	
4. Budgetary and Financial Management	<ul style="list-style-type: none"> • Devise and ensure achievement of the Organisation Financial Plan, to ensure that achievement of the business objectives while maintaining effective cost controls. • Ensure funding applications are developed in line with the Organisations financial requirements 	<ul style="list-style-type: none"> • Achievement of budgetary requirements • Unqualified audit reports
4. Operational Management	<ul style="list-style-type: none"> • Ensure appropriate risk identification and management systems are in place and monitored across the organisation. • Ensure all organisational program and practice targets are implemented and met, and that all funding bodies are advised of the achievement of such targets. • Create, implement and maintain high quality and service performance standards and developing systems to build key relationships and improve operational efficiency. • 	<ul style="list-style-type: none"> • Achievement of performance targets
5. Compliance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Ensure all department practices are professional, ethical, and comply with relevant legislative requirements and 	<ul style="list-style-type: none"> • Nil compliance issues.

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	professional standards.	
6. Reports and Statistics	<ul style="list-style-type: none"> • Ensure that management, statistical and other reports are provided to relevant stakeholders on organisational, program and statutory requirements including analysis, reporting of results and supporting recommendations. • Prepared the Annual report, Board reports and other statutory reporting to ensure the Board is information on all relevant organisational activities. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports
7. Systems, Policy and Procedure Development	<ul style="list-style-type: none"> • Develop Business Services policies and procedures to ensure that the functions are demonstrating consistent practices nationally and is in line with strategic objectives. • Comply with and promote EEO across the organisation. 	<ul style="list-style-type: none"> • Development of systems to provide consistent and high standards of compliance with policies and best practice

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Implementing the Boards stated visions and strategic objectives • Development and implementation of the Organisational Strategic Plans. • Implementing budgetary accountabilities for all departments • Developing and implementing risk management systems and operational plans • Advocating and lobbying for funding and support for Aboriginal health • Creating strong partnerships and relationships with the local community; government and business stakeholders. 	<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Post Graduate Tertiary qualification in Business, Commerce, Management, Finance, Health or similar discipline • Extensive experience in management at a senior leadership preferably with an Aboriginal community-controlled organisation • Demonstrated knowledge and understanding of health issues impacting upon the health status of Aboriginal communities • Demonstrated knowledge of strategic planning and achievement of strategic objectives • Demonstrated experience in ensuring an effective management

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<ul style="list-style-type: none">• Working with the Board to achieve clear and transparent governance processes• Communicating the Board's (who represent the Community) feedback and vision to all staff	<p>system, policy and procedure framework and financial system for an organisation</p> <ul style="list-style-type: none">• Demonstrated ability to lead and develop a team at a senior level• High level of computer literacy; sound working knowledge of Microsoft Office software• Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc.• Current valid Driver's license, minimum of Class "c" or equivalent
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I confirm that I have read this job description and acknowledge and understand my roles and responsibilities.

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Employee Signature

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Date

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Print Name