



JOB DESCRIPTION FORM

CHIEF EXECUTIVE OFFICER **PUNTUKURNU ABORIGINAL MEDICAL SERVICE ABORIGINAL CORPORATION**

ORGANISATIONAL CONTEXT

The Chief Executive Officer is responsible and accountable to the PAMS Board of Directors for the day to day management of the PAMS Corporation and delivery of its programs. It is the prerogative and responsibility of the Chief Executive Officer to determine the work, organisational and management priorities within the context of agreed objectives and policies.

KEY RESPONSIBILITIES

Responsible for implementing the strategic directions of PAMS, as directed by the Board of Directors. Ensure that the organisation's operations are consistent with the vision, plans, objectives and policies approved by the Board.

Communicate and build effective working relationships with community members, government and non-government organisations and funding bodies.

The CEO will be expected to operate with a high degree of independence in devising and implementing own and staff work plans while managing work priorities.

POSITIONS/FUNCTIONS UNDER DIRECT SUPERVISION

The CEO will directly supervise the positions:

- Health Services Manager
- Administration Manager

The CEO will also be responsible for managing the outsourced finance and HR functions and the outsourced health service programs.

DUTIES AND RESPONSIBILITIES

Strategy Development

- Present for the Board approval an Annual Action Plan and financial budget which are aligned with PAMS strategic direction.
- Inform the Board of funding, health finance and service reform and regulatory issues and trends which may impact on PAMS goals and operations.

- Ensure that PAMS is strategically aligned with other primary health services providers in the region and ensure that PAMS consults with and is a party to regional health planning.
- Identify new business opportunities and strategies for service delivery.
- Provide periodic progress reports to the Board against the Annual Action Plan.
- Develop and monitor the financial budget.

Leadership

- Establish a strong relationship with the Board, particularly with the Chair.
- Establish relationships with members and other stakeholders at the communities serviced by PAMS.
- With Board guidance, facilitate the development of PAMS organisational policies and articulate these policies to staff, government and non-government agencies, funding agencies and service providers.
- Represent PAMS to peak Aboriginal Corporate bodies and to community, regional, State and National interests over policy development and planning and service provision.
- Ensure that the PAMS organisation and its purpose, programs and services are consistently and positively represented to the community and relevant stakeholders.
- Demonstrate high quality leadership and personal and professional integrity and support the development of staff and Managers.
- Create a work environment which attracts and retains appropriate talents.
- Ensure that the organisation deals with fairness, transparency and integrity with employees, service providers and government and non-government agencies.

Operations

- Manage the daily activities of PAMS in consultation with and/or at the direction of the Board.
- Develop and implement processes that will ensure the achievement of PAMS strategic direction and goals on time and within budget.
- Ensure that clinics and health programs deliver quality treatment and meet agreed health service commitments to clinic clients, outreach and other regional health organisations.
- Oversee the development of health programs and contracted services to achieve business objectives and PAMS key targets.
- Advise the Board on operational issues and put in place appropriate operational and business plans, controls and risk management strategies.
- Provide regular updates to the Board regarding the performance of funded activities, community issues and any other matters relevant to PAMS business.
- Ensure adherence to corporate governance and that operations conform to the relevant statutory requirements and performance agreements with service/funding providers.

Resource management

- Oversee the development and implementation of policies and procedures for human resources, information systems/management and financial management.
- Ensure effective staff management practices are in place including Code of Conduct, attendance and discipline policies.

- Ensure that there are clear and appropriate practices in performance management of employees and identify training programs that will meet skill development needs.
- Manage a safe and healthy workplace environment.
- Manage finances within the budget allocation of PAMS and identify resource priorities across programs.
- Ensures that financial control and compliance is maintained and met in accordance with approved budgets
- Recommend funding plans to the Board.
- Plan and manage PAMS revenue and expenditure
- Ensure the transparency and integrity of financial reporting
- Lead development of and implement appropriate revenue raising programs

Aboriginal Ways of Working

- Demonstrate a personal understanding of appropriate ways of working with Aboriginal clients, staff and the Aboriginal community.
- Ensure that all staff understand and apply culturally appropriate ways when working with clients and communities.

ESSENTIAL PRE- EMPLOYMENT REQUIREMENTS

- Australian citizenship or permanent Australian residency as defined by the Commonwealth Immigration Act or a valid work visa for the duration of the advertised term.
- A valid and current Western Australian C (car) class motor driver's licence.
- Regular intrastate travel is required. Some interstate travel may be required.
- National Police Record check/clearance.

SELECTION CRITERIA

ESSENTIAL

1. Leadership, Initiative and Judgement:

Develop and maintain a relationship of trust with the Board of Directors by demonstrating capability and a high level of personal and professional integrity in business, professional relationships and financial matters. Take personal responsibility to achieve outcomes and deliverables for the organisation. Exercise judgement and decisiveness and identify opportunities for implementing organisational strategies.

2. Strategic Planning and Business and Operations Management in a Health Services Environment:

Substantial experience in a relevant senior management position. Ability to achieve organisational objectives through strategic/business planning and management of strategic direction set by the Board. Ability to develop and implement strategic, project and business plans and manage human, financial, information and material resources. Skills in policy development, business planning and ability to plan and direct the implementation of community health programs.

3. Financial Management:

Ability to manage the financial affairs of an organisation, including budgeting, financial management and reporting, and ensuring compliance with legal and funding obligations.

4. Analytical and problem solving

Strong analytical and problem solving skills, including the ability to develop innovative solutions to a range of issues and to develop and implement strategies to improve service delivery.

5. Communication and Interpersonal:

Ability to take a lead role in communicating in high level meetings, committees and forums within Aboriginal communities, government departments and agencies including health providers, other Aboriginal health services, the private sector and the not-for-profit sector. Highly developed interpersonal skills including report writing and negotiation skills.

6. External Relationships, Representation and Management:

Ability to cultivate strategic alliances and positive relationships and to effectively represent and advocate and negotiate for the organisation. Ability to represent PAMS at high level forums, conferences and meetings.

7. People Management:

Ability to promote a work environment that empowers, motivates and develops the diverse talents of all employees, ensures an optimum level of appropriately skilled employees and maximises staff performance. Manage staff performance appraisal and discipline.

8. Aboriginal Ways of Working:

Understanding and commitment to the principles of the Aboriginal Community Controlled Health Sector.

Ability to communicate effectively with Aboriginal people and communities. Intimate knowledge of Aboriginal cultural diversity and communication processes.

9. Understanding of relevant laws, regulations and health issues

Have a sound understanding of laws and regulations governing the activities of a publicly funded health service provider.

Have a sound knowledge of contemporary health sector issues, Commonwealth policies and programmes.

DESIRABLE

1. Aboriginality

This position is not a designated Aboriginal specific position as such, however being of Aboriginal or Torres Strait Islander heritage would be advantageous

2. Qualifications

Tertiary qualification in business, accounting, administration, a clinical science or comparable qualification relevant to the functions of the role.

3. Experience

Experience in managing community health programs.

CERTIFICATION

Signature: _____

Date: 26/01/2014