



**CHIEF EXECUTIVE OFFICER**

**JOB AND PERSON SPECIFICATION**

**MAY 2018**



## **JOB SPECIFICATION**

<b>POSITION</b>	<b>:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>REPORTS TO</b>	<b>:</b>	<b>BOARD OF ARTHRITIS SA</b>
<b>DIRECTLY MANAGES</b>	<b>:</b>	<b>SENIOR MANAGEMENT TEAM</b>

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### **Objectives of Position**

The CEO is a strong strategic thinker who provides leadership and management of Arthritis SA and who is able to identify and implement research initiatives and growth opportunities to lead the organisation to a more sustainable future whilst maintaining its primary objective of improving the quality of life of and advocacy for, people with arthritis and related conditions.

### **Key Working Relationships**

- Reports to the Board of Arthritis SA
- Reporting to this position are the Senior Management Team
- Supervision of all other staff and volunteers
- Arthritis Australia and Arthritis Foundation CEOs in other states or the equivalent
- Disability, community and associated sector business relationships

### **Key Result Areas**

1. Leadership
2. Strategy and Growth
3. Advocacy and Partnerships
4. Programs
5. Marketing and Fundraising
6. Compliance and Risk Management
7. Financial Management
8. Board of Directors

### **Key Performance Indicators**

There is an expectation that the CEO will work with the Board to establish, measure, report and deliver on a range of annual key performance indicators.



## JOB SPECIFICATION

### 1. Leadership

- Overall responsibility for management, operations and growth of Arthritis SA;
- Lead, motivate, mentor and inspire the dedicated team of staff and volunteers;

### 2. Strategy and Growth

- Provide leadership in setting, implementing and reviewing strategic directions driven by the organisation's strategic plan, mission and values;
- Identify and achieve sustainable business development strategies and growth opportunities such as potential NDIS service offerings;

### 3. Advocacy and Partnerships

- Lead advocacy with key stakeholders including the State Government, business partners, tertiary institutions, healthcare providers and other service providers in a way that enhances the reputation of Arthritis SA;
- Identify and build strong partnerships as part of ongoing operations and key growth initiatives;

### 4. Programs

- Lead Arthritis SA in the development and delivery of high impact, high quality programs and services;
- Develop and implement education services and related programs that meet the strategic and business goals of Arthritis SA;
- Dissemination of community education information;

### 5. Marketing and Fundraising

- Develop and recommend strategic objectives, targets and strategies for the marketing and fundraising activities;

### 6. Compliance and Risk Management

- Develop and implement effective risk management processes;
- Prioritise risk management and related activities including identification of obstacles to a strong risk management environment;
- Ensure all legal and regulatory obligations are met and appropriate policies and procedures are adhered to;
- Maintain and review organisational policies and processes in line with the strategic direction of the organisation as well as legislative compliance;



## **7. Financial Management**

- Effective financial planning and management of the organisation;
- Oversee the annual audit of the Foundation's Financial Statements
- Work collaboratively with the treasurer to maintain financial transparency and effective decision making with regards to financial aspects of the Foundation

## **8. Board of Directors**

- Work closely and collaboratively with the Board of Directors including assistance to fulfil the Board's governance responsibilities.

## **PERSON SPECIFICATION**

### **Skills, Experience and Knowledge**

#### *Essential*

- Previous Senior Management experience;
- Proven experience in the development, marketing, evaluating and delivery of outcome focused services;
- Demonstrated understanding of corporate governance, corporate service systems including human resources, information systems, finances and administration.
- Experience in the commercial and/or not for profit sectors;
- Demonstrated experience in achieving business growth and outcomes in line with strategic objectives;
- Demonstrated analytical skills including the ability to identify emerging issues, trends and risks;
- Proven leadership and mentor / coaching capability in leading teams;
- Demonstrated ability to increase commercial value of business streams;
- Holds an unencumbered Australian Drivers Licence and current police check.

#### *Desirable*

- Tertiary qualifications in a relevant health discipline and / or business or post graduate qualifications in a relevant health and/or management / business;
- Experience in fundraising in a non-for-profit or similar environment;
- Experience in the health care sector;
- Knowledge of government health policy agendas and current health promotion concepts, strategies and networks.

### **Personal Capabilities**

- Strong strategic focus with a proven ability to identify and lead strategic initiatives;
- High levels of commercial acumen;
- Advanced problem solving, conflict resolution and negotiation skills;
- Proactive, highly motivated and enthusiastic individual who demonstrates initiative, responsibility and accountability for successful performance;
- Effective and engaging public speaking and written skills;



- Excellent team building and leadership skills;
- Self starting and highly motivated;
- Warmth, empathy and good humour;
- Strong ethics and professionalism in all matters;
- Preparedness to be hands on if required;
- Creative, innovative, flexible and ability to readily accommodate change.



## HOW TO APPLY

Applications in Word format only should be forwarded to Julie Brennan and Andrew Reed by email to [23201@hender.com.au](mailto:23201@hender.com.au)

Telephone enquiries are welcome on (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.