



PalliativeCare
SOUTH AUSTRALIA

EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

JUNE 2022



PalliativeCare
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Position Description Executive Officer

Reports to:	Board of Palliative Care SA
Direct Reports:	Three to Four
Type of employment:	Full time
Location:	Adelaide

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FULLARTON SA 5063
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Position Overview

Palliative Care South Australia (PCSA) is a health charity and is the peak body for palliative care advocacy in South Australia. Our mission is to promote the delivery of quality palliative care for all.

The Executive Officer is responsible to the Board of PCSA for the effective management of operations and staff. Other responsibilities include achieving strategic objectives in line with best practice, acting in accordance with the PCSA Constitution and ensuring the financial stability of the organisation.

Maintaining a close working relationship with the Chair, building productive connections with key stakeholders and representing the interests of PCSA to government and community are essential aspects of the role.

Primary responsibilities

The Executive Officer is also responsible for the following functions:

Strategic Leadership

- Provide clear and timely strategic leadership and advice to the Board and the team, including the development of a strategic plan.
- Establish appropriate administrative, financial, and quality systems and methods of operation to manage the organisation and achieve proper operation of the organisation and deliver on the Board's strategic plan. This includes regular reporting on progress of the plan.
- Develop the Annual Report for PCSA and presentation to members at the AGM.

- Nurture an environment where opportunities for innovation and growth can be identified, considered and implemented as a part of the future direction for the organisation.
- Represent the organisation and its interests on committees and in forums at state and national level including at Palliative Care Australia.
- Maintain key relationships with key stakeholders, for example SA Gov, The Patron, members.

Financial Management and Corporate Governance

- Ensure the ongoing health and financial sustainability of the organisation.
- Oversee preparation of annual budgets and present to the Board for approval.
- Manage the operation of the organisation and its programs in accordance with approved budgets.
- Ensure proper financial, statutory, grant reporting and accounts are prepared and maintained.
- Identify and pursue strategic opportunities for income growth through grants programs and targeted projects.
- Identify and pursue opportunities to build the member base and member services to strengthen the organisation
- Ensure appropriate support is provided to produce high quality and accurate information. For example, grant applications, presentatons and proposals to the board and other stakeholders, finance reports
- Ensure that PCSA operates in accordance with the Constitution and in accordance with the policies of PCSA and the directions of the Board.
- Engage external advisers, including legal and accounting as required.

Operational Management

- Determine and prioritise PCSA's objectives and monitor achievements against strategic goals.
- Assume ultimate responsibility for the management of PCSA including the efficient, effective utilisation of PCSA resources.
- Prioritise tasks and activities and manage the workload through the team.
- Establish and develop networks in relevant sectors to build the profile of PCSA.
- Communicate to market organisation's advocacy, activities and training programs and forums.

People and Culture Management

- Provide workforce planning to ensure adequate numbers, mix, skills and flexibility of staff, to support the goals and objectives of PCSA.
- Maintain and update as required, PCSA policies and procedures to facilitate a safe, productive, respectful and diverse working environment for staff.
- Lead and manage all aspects of people and culture including attract and retain appropriate staff, carry out regular performance reviews, counselling and development plans.
- Manage organisational change to support the objectives of PCSA.

Education required

Appropriate tertiary qualifications including business or management and demonstrated experience at a senior management level.

Competency Requirements for the Role

To successfully carry out this role, the applicant will need to demonstrate the following skills, knowledge and attributes:

- A good understanding of the Palliative and Healthcare environment within which PCSA operates and demonstrates commitment to the sector.
- The ability to develop and manage complex relationships and collaborate with internal and external stakeholders and government.
- Leadership and management experience including demonstrated sound judgement, decision making, the ability to build a team.
- Understanding of financial and sound commercial judgement and experience developing income streams for the organisation.
- Ability to produce, read, analyse and interpret substantial amounts of communication and data.
- A demonstrated understanding of corporate/organisational governance including working with a Board.
- An outgoing, professional nature and excellent written and verbal communication skills.
- Well-developed presentation skills for use with developing networks, building the organisation's visibility with media and the public.

- Maintain a focused, mature approach and display resilience when managing problem solving, conflict and deadlines.
- Display the ability to manage the uncertainty of a changing environment and organisation.
- Capacity to demonstrate innovative approaches to advocacy and organisational development.
- Persuade and convince others in negotiations to achieve the best possible outcomes for PCSA.
- Have a high level of commitment to the role and a willingness to work outside normal working hours if required.

Salary package

A suitable salary package will be negotiated including use of a notebook computer and mobile phone, salary sacrifice options and access to a motor vehicle for work related activities.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.