



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

JULY 2022

Title of Position	Classification
Chief Executive Officer (CEO)	Executive Packaged

Job Specification

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<p>1. Summary of the broad purpose of this position, and its responsibilities/duties</p>
<p>The CEO, together with the Board, is responsible for the overall success of SHINESA. The CEO supports the Board to fulfil its governance obligations and is accountable for leading, implementing and achieving the Strategic Goals set by the Board. The CEO is responsible for the day-to-day oversight of SHINESA activities and delivery of its programs together with providing strategic leadership for promotion and improvement of sexual and relationship wellbeing for all. The CEO is integral in driving the organisational culture of SHINESA and creating strong relations with SHINESA Strategic Management Team and its external stakeholders and partners.</p>
<p>2. Reporting/Working Relationships</p>
<p>The Chief Executive Officer:</p> <ul style="list-style-type: none"> • is responsible to the Board of SHINESA, • is responsible and provides leadership for the Management and the Executive Teams, • develops stakeholder relationships with state and federal government and representatives • works in partnership with health, education and community sector agencies
<p>3. Special Conditions</p>
<ul style="list-style-type: none"> • Three (3) year contract position. • Some out of hours work, intra and interstate travel is required. • Is required to hold a current driver's license and be willing to drive.
<p>4. Work Health & Safety (WHS) Responsibilities/Duties</p>
<p>Management responsibilities:</p> <ul style="list-style-type: none"> ▪ Responsible for ensuring staff adhere to WHS policies and procedures. ▪ Responsible for ensuring all staff are provided with adequate training in WHS issues, relevant to the workplace and their positions. ▪ Responsible for ensuring all staff are consulted and/or communicated with on matters that will affect, or have affected, their health and safety while at work. <p>Individual/worker responsibilities:</p> <ul style="list-style-type: none"> ▪ Responsible for reporting all incidents or 'near misses' that are witnessed. ▪ Responsible for reporting for work in a fit and healthy state to commence duties. ▪ Responsible for not putting self and others at risk as a result of your action, or inaction. ▪ Adhere to all WHS policies and procedures during the course of your work.

5. CEO / Board Relations

- Assisting the Board to fulfil best practice corporate and clinical governance functions effectively;
- Facilitating optimum performance of the Board, its Committees and individual Board members;
- Timely and appropriate reporting to the Board on strategic, operational and environmental matters relevant to SHINESA business;
- Maintaining open communications with the Board to enable timely attention, deliberation, decision making; and
- Ensuring the Board is presented with clear and logical recommendations for action.

6. Statement of Key Responsibilities/Duties

Strategy, Planning and Policy

- Assisting the Board in establishing SHINESA's vision, purpose, values and overall Strategic Plan;
- Assisting the Board to continuously monitor and evaluate SHINESA's relevance to the Community, its effectiveness and its results;
- Leading the ongoing development, implementation and achievement of Strategic Planned Annual Business Plan;
- Identifying opportunities and strategies for international work for SHINESA staff and self;
- Leading partnership development across the sector to ensure clinical network collaboration; and
- Maintaining knowledge of sexual health trends, new and emerging issues and activities in order to recommend policy positions and facilitate policy formulation

Leadership

- Providing leadership that shapes the organisational culture of SHINESA;
- Providing direction and leadership to the Strategic Management Team of SHINE SA;
- Providing leadership and vision for the development of public policy and models of intersectoral collaboration for stakeholders in sexual health; and
- Providing leadership in the negotiation, monitoring and reporting of requirements detailed in the SA Health – Health Services Agreement

Operational Management

- Managing the day-to-day activities, programs and performance of SHINE SA in consultation with and/or at the direction of the Board;
- Overseeing the development of health services and programs that are based on population health service planning/new and emerging issues in sexual health;
- Ensuring that the work of SHINESA meets state/national best practice benchmarks (Inc. maintaining Rainbow Tick Accredited status)
- Ensuring best practice clinical governance and standards in line with accreditation standards of QIP
- Adhering to corporate governance and ensuring that operations meet relevant legislative and service/funding requirements;

Resource Management

- Overseeing the development and implementation of policies, procedures and systems for human resources, information systems/management and financial management;

- Ensuring effective staff management, performance management and work health safety practices are in place;
- Maintaining appropriate monitoring and reporting systems to meet legislative and service/funding requirements;
- Managing finances within the budget allocation of SHINE SA and identifying resource priorities ;
- Ensuring efficient, effective and timely financial budgeting reporting and monitoring ; and
- Ensuring best practice physical master planning and maintenance of facilities.

Organisational Representation

- Presenting SHINE SA and its mission, services and programs in strong, positive impacts to relevant stakeholders and the general public;
- Providing advocacy for improved sexual and relationship wellbeing of the Australian Community through National and State Board and/or Committee representations;
- Providing strategic advice on sexual health to government and non-government partners;
- Contributing to relevant national inquiries, policies and strategy consultations

Person Specification

Selection Criteria: Essential Minimum Requirements

It is expected that the CEO would have the following attributes:

1. **Qualifications:** An undergraduate degree for example in health and or business. A master's degree is desirable.
2. **Leadership, Initiative and Judgement:** Inspire vision, lead an organisation and take responsibility to achieve outcomes and deliverables for the organisation. Exercise judgement and decisiveness and develop and maintain a relationship of trust with the Board by demonstrating personal and professional integrity.
3. **Strategy:** Able to think strategically and achieve organisational objectives through planning and management of strategic directions set by the Board.
4. **An Entrepreneurial Sense:** Able to secure future funding, sponsorship or new resources. Identifying and pursuing opportunities to enrich the organisation.
5. **Financial and Business Acumen:** Able to manage financial affairs of an organisation including budgeting, reporting and monitoring and ensuring compliance with legislative and funding requirement.
6. **Analytical and Problem Solving:** Able to analyse complex data, present statistic and financial data that supports innovative solutions and informs Board decision making.
7. **Communication and Interpersonal:** Able to communicate in high level meetings, committees and forums
8. **People Management:** Able to promote a work environment that empowers, motivates and develops the diverse talents of individuals, ensures staff are appropriately skilled, performance is maximised
9. **Politically Savvy:** Able to understand and influence people to achieve objectives, has political know how, understands political dynamics, uses alliances to influence outcomes
10. **Strategic Partnerships:** the ability to form strategic partnerships in government and non-government sectors
11. **Governance:** Demonstrated experienced in corporate and clinical governance frameworks



HOW TO APPLY

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

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

Please Note

Your application will be automatically acknowledged by a return email.