



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

AUGUST 2022



JOB SPECIFICATION

POSITION: CHIEF EXECUTIVE OFFICER

REPORTS TO: MANAGING PARTNER & PARTNERS

EMPLOYMENT STATUS: FIXED TERM CONTRACT TO BE NEGOTIATED

Broad scope

Formed in 1958, Benson Radiology has a well deserved reputation as a leader in diagnostic and interventional radiology. Currently with 37 radiologists, 22 clinics and around 500 staff across South Australia, the business utilises the latest technology and techniques to provide doctors and patients with the highest quality medical imaging and patient care. Benson Radiology is a significant SA business with a bright future.

The Chief Executive Officer (CEO) is responsible to the Managing Partner and Partners for providing leadership in implementing Benson Radiology's strategies, policies and decisions, managing the various functions and activities of the business, overseeing finances, assets, operations, human resources, communications, stakeholder management and major projects.

Key responsibilities

- developing and driving strategy for the Partnership and its business;
- ensuring that all Business decisions are implemented and reasonable action is taken in a timely and effective manner;
- assisting and advising the Partnership in developing initiatives for the Business effectiveness;
- working closely with the Managing Partner, Partners and Senior Management Team to craft, communicate and implement the overall strategic and business plans for the Business;
- ensuring that the Business' human, physical and financial resources are effectively managed and services are provided efficiently and in a manner which meets customer needs and Business requirements.

Key result areas

1. leadership, strategic planning and communication;
2. human resource management;
3. financial & asset management and corporate compliance;
4. operations management & major projects/innovation;
5. stakeholder management, marketing and customer service;



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1. Leadership, strategic planning and communication

- 1.1 effectively communicating and exemplifying Benson Radiology's vision, mission, objectives, values and strategies to all key stakeholders;
- 1.2 performing the pivotal leadership role for the Business administration;
- 1.3 working closely with the Partnership to ensure strategic plans are prepared, implemented and communicated effectively;
- 1.4 maintaining a continuous review of the Business progress in attaining the Objectives and Strategies of the Corporate/ Strategic/ Business Plan;
- 1.5 identifying and mitigating risks and developing appropriate strategies to manage risk;
- 1.6 working with the Partnership to identify, measure and deliver on agreed annual key performance indicators;
- 1.7 ensuring effective communication and transparency with the Partnership;

2. Human resource management

- 2.1 leading, developing, motivating and managing the human resources of the Business;
- 2.2 regularly reviewing the organisational structure (including area management) to ensure it is flexible and appropriate;
- 2.3 ensuring recruitment is undertaken in line with effective workforce planning strategies and in line with contemporary and equal opportunity principles and practices;
- 2.4 ensuring professional development and training opportunities are available to employees;
- 2.5 identifying attraction, retention, induction, remuneration and succession planning strategies for Partners;
- 2.6 providing evaluation of the General Manager's work, and ensuring contemporary performance management procedures are in place throughout the organisation;
- 2.7 ensuring a harmonious and participative employee relations culture and providing appropriate conflict management;
- 2.8 monitoring and proactively managing Partner entry and exit strategy and implementation;
- 2.9 creating and maintaining a positive, constructive and productive staff culture towards positioning Benson Radiology as an employer of choice;
- 2.10 ensuring that the Business complies with all statutory and legal obligations including but not limited to all relevant work health and safety obligations.

3. Financial & asset management and corporate compliance

- 3.1 providing financial oversight regarding business and partnership accounts, service and other trusts, bank tenders, bank facilities, audits and financial forecasts;
- 3.2 building a profitable and sustainable business, by ensuring annual and long term financial plans and budgets are prepared, monitored and controlled;
- 3.3 ensuring the Partners are provided with timely and accurate management and financial reports to aid key decision making;
- 3.4 effectively managing and monitoring of the Business's operating revenue and expenditure, maintaining a focus on net operating profit;



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- 3.5** ensuring long term asset management plans are in place and closely monitored;
- 3.6** overseeing capital works and other property related projects to ensure they are managed and delivered within agreed budgetary and time constraints;
- 3.7** ensuring the Business meets all its statutory, legal, governance and reporting obligations within contemporary partnership frameworks;
- 3.8** monitoring and controlling cashflow for the Business.

4. Operations management & major projects/innovation

- 4.1** providing an overview of the various operational areas of the Business and reporting to the Partners on a regular basis regarding improvement initiatives;
- 4.2** ensuring major projects are completed in line with time and budgetary constraints and project status regularly monitored and communicated;
- 4.3** identify, implement and review the Business' IT systems to ensure effective operation and security of commercial data;
- 4.4** proactively implementing new sub specialties and clinical technologies;
- 4.5** searching for and delivering on new market opportunities, such as :-
 - New services to referrers;
 - New branches of Benson Radiology;
 - Greater alignment with SA Health;
 - X-Ray in General Practitioner clinics;
 - Mergers and acquisitions;
 - Modality expansion;
 - New technology adoption and implementation.

5. Stakeholder management, marketing and customer service

- 5.1** constantly identifying and developing innovative opportunities and strategies to ensure Benson Radiology is customer focussed and delivers increased value to clients and patients;
- 5.2** establishing and maintaining effective relationships with all stakeholders, such as State and Federal politicians, relevant governmental agencies and private organisations;
- 5.3** effectively liaising with clients, referrers and customers;
- 5.4** responding and initiating as required in regard to media;
- 5.5** representing the Business at appropriate events to maintain and if necessary enhancing Benson Radiology's public profile amongst stakeholders;
- 5.6** proactively driving, modelling, facilitating and championing a strong culture of customer service with all stakeholders;
- 5.7** providing quality communications, and advocating and negotiating with a wide range of internal and external stakeholders;
- 5.8** overseeing the marketing and business development functions to ensure Benson Radiology retains its position as a market leader in its industry domain;
- 5.9** managing the relationship with key suppliers and advisors.



PERSON SPECIFICATION

Qualifications and ongoing professional development

- tertiary qualifications in an appropriate discipline are highly desirable;
- post graduate qualifications will be well regarded;
- there is a high expectation of appropriate ongoing professional development whilst in the role to ensure the incumbent remains across key industry dynamics and professional disciplines under management.

Experience & knowledge

- it is anticipated that the successful candidate will have gained extensive experience in the management of multi-functioned service organisation in the private sector, together with extensive experience in the supervision and management of strategy staff, assets and finances.
- experience managing a professional services firm will be well regarded.

Personal qualities

- excellent written and verbal communication skills;
- high levels of strategic, political and commercial acumen;
- excellent negotiation skills;
- good analytical skills;
- proficiency at public speaking;
- ability to chair and control meetings;
- excellent interpersonal skills;
- self starting and highly motivated;
- strong legislative and documentation interpretation skills;
- excellent skills in problem solving;
- excellent team building and leadership skills;
- warmth, empathy and good humour;
- skills to effectively communicate with a wide range of stakeholders from diverse backgrounds;
- strong ethics and professionalism in all matters;
- initiative and innovative approach;
- ability to deliver difficult messages;
- ability to manage conflict;
- capacity to mentor, empower and develop strong performers;
- capacity to manage performance;
- vision combined with strategic thinking and planning skills;
- diplomatic but with a strong personality;
- demonstrated energy and passion for service to a community;
- ability to earn respect of others;
- authenticity;
- ability to establish trust and empower staff;
- demonstrated capacity for delegation;
- preparedness to be hands on if required;
- preparedness to admit fault and limitation;
- ability to demonstrate a professional outlook and presentation style;
- ability to be a positive influence on the organisation;
- courteous assertiveness;
- the intelligence, experience and wisdom to assess options and advise the Partnership.



HOW TO APPLY

Applications should be addressed to Andrew Reed and Bernie Dyer. 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.