



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

MAY 2022

CHIEF EXECUTIVE OFFICER

Services: **Hospital and Orthopaedics**

Reports to: **Hospital & Orthopaedics Board of Directors**

About the role

The Chief Executive Officer is responsible for providing strategic leadership to develop and improve the sportsmed brand across the entire organisation, effective management of all operational activities of sportsmed Hospital and Orthopaedics and assisting the Chair and Board of Directors in ensuring the achievement of ongoing profitability, growth, service and quality outcomes, and enhanced value to shareholders.

About sportsmed

South Australian practitioner owned and operated sportsmed is an industry leading private orthopaedic hospital, surgery and multidisciplinary outpatient clinic provider, operating in one of the largest purpose-built sports medicine facilities in the world.

Operating for over 30 years in South Australia, sportsmed is committed to providing excellence in sports medicine and related services to people of all ages ranging from elite athletes to older active people.

Key responsibilities

- Creates the strategic direction ensuring the best patient care and experience and the long-term sustainability of the organisation.
 - Drives the development of the strategic plan and associated targets and performance standards set by the plan, identifying, and clarifying organisational requirements, resources and practice changes necessary to support achievement of these targets and ensures the effective completion of associated post implementation reviews.
 - Accountability for the delivery of a risk management strategy which encompasses governance, internal disaster management, emergency responses, professional indemnity and operational risks.
 - Drives and influences the relationships between shareholders and the workforce developing solutions which optimise our service capacity.
 - Leads the Executive Team to gain their support and commitment in achieving the organisational objectives, setting clear performance expectations, and providing appropriate development and feedback to enable them to perform at their best.
 - Ensures a flexible, skilled workforce that is engaged, motivated and able to deliver our strategic priorities and patient services.
 - Manages key contracts with sportsmed and outsourced service providers and contractors to ensure value for money and efficient and effective service delivery.
 - Provides the overall direction for WHS and Quality management ensuring legislative compliance is maintained.
 - Provides support as required by the Chair and Board for the efficient discharge of responsibilities under the Corporations Act 2001 and other relevant regulations, acts and legislation.
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- Provides timely and accurate information and advice to the Board, with recommended actions on major matters, issues or concerns impacting on the business.
- Communicates the policies and decisions of the Board to the Executive Team and the wider workforce as required to ensure their smooth and efficient implementation.
- Oversees the recruitment, onboarding and engagement of surgeons in consultation with the Board and shareholders.
- Enhances sportsmed's effectiveness as a teaching hospital by developing and fostering effective working relationships with universities and educational institutions and other government and non-government entities.
- Manages financial forecasts, including capital management and the overall balance sheet risk management within Board set policies and parameters.
- Effectively monitors and controls expenditure in compliance with budgeting, delegation levels and legal requirements.
- Oversees complex financial and risk analysis employing contemporary techniques to evaluate potential projects and strategies both short and long term.
- Achieves ongoing reduction of operating cost overheads, creates efficiencies by identifying business re-engineering opportunities and by directing the establishment of cost management and performance monitoring systems including identifying appropriate benchmarking opportunities for the organisation.

Work health & safety responsibilities

- Take reasonable care to protect your own health and safety at work and avoid adversely affecting the health and safety of other persons in accordance with the requirements of the Work Health and Safety Act 2012 (SA).
- Ensure WHS legislative compliance is maintained across the organisation.
- Attend WHS and any other allocated training and follow the instructions and advice provided.
- Use and care for equipment, including personal protective equipment, as instructed.
- Do not intentionally or recklessly interfere with or misuse workplace equipment and supplies in a manner that could adversely affect others health, safety or welfare in the workplace.

Special requirements

- Work outside core hours will be required in keeping with the seniority of the role and some travel within the state and interstate will be essential.
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Selection Criteria

Candidates should ensure that their application clearly demonstrates their ability to meet the Essential Criteria detailed below.

<p>Qualifications</p>	<p>A tertiary qualification (degree level) in a relevant field or equivalent experience in a small to medium sized organisation.</p> <p>Maintain ongoing education and professional development in accordance with Australian Institute of Company Directors (AICD) Continuing Education Program</p>	<p>Essential</p>
<p>People Leadership</p>	<p>Ability to create and communicate clear organisational vision, purpose and direction to effectively achieve sportsmed's strategic objectives.</p> <p>Build a strong, accountable and cohesive leadership team.</p> <p>Role model our agreed behaviours and inspires our people to deliver the best patient care and experience.</p> <p>Drive a culture of mutual trust and respect where our people are empowered to grow, thrive and be accountable for achievement, innovation, and process improvement.</p> <p>Ensure leadership, coaching, and delegation are identified as critical levers for achieving ongoing improvements in performance, productivity and capability.</p>	<p>Essential</p>
<p>Business Acumen</p>	<p>Makes effective, considered decisions and manages risk to deliver the most effective outcomes for the organisation.</p> <p>Drives an evidence-based approach to decision making, balancing governance and innovation.</p> <p>Considers and responds to budgetary implications and positions the organisation to meet financial challenges.</p> <p>Working knowledge of corporate governance, financial structures and systems appropriate to a complex professional services organisation.</p>	<p>Essential</p>
<p>Technical Knowledge & Experience</p>	<p>Experience in leading, managing and monitoring corporate change initiatives within a complex and demanding environment which demonstrates knowledge of service improvement, quality and continuous improvement strategies and principles.</p> <p>An understanding of partnerships and professional/health/hospital services environment or previous leadership and management experience in such environments.</p> <p>A working knowledge and understanding of healthcare regulations, legislation and standards and associated accreditations and private sector funding models.</p> <p>Understanding of current and future role of medical practitioner or relevant healthcare professional within the healthcare industry.</p>	<p>Essential</p> <p>Desirable</p>
<p>Project Management</p>	<p>Highly developed project and consultant management skills which underpin the timely development of strategies, projects and programs and associated post implementation reviews.</p>	<p>Essential</p>
<p>Innovation & Initiative</p>	<p>Demonstrated knowledge and experience identifying stakeholder needs and use of this information to help determine priorities and the way forward.</p>	<p>Essential</p>

<p>Resource Management & Decision Making</p>	<p>Ability to prioritise and be flexible when responding to changing priorities and demands of medical practitioners, patients and employees.</p> <p>Extensive demonstrated ability to take ownership and accountability for deliverables.</p> <p>Problem solving/triaging to respond to a diverse set of issues using critical thinking to determine the impact.</p>	<p>Essential</p>
<p>Patient Commitment & Integrity</p>	<p>Demonstrated ability to maintain a high degree of discretion and exercise sound judgment in navigating sensitive and confidential matters.</p> <p>Demonstrated ability to manage ambiguity and link process understanding to patient outcomes.</p> <p>Act in a professional and confidence-inspiring manner at all times when dealing with patients, their families and others who have interactions with sportsmed.</p>	<p>Essential</p>
<p>Collaboration & Communication</p>	<p>Builds effective relationships with the Board, shareholders, other sportsmed businesses, strategic partners and external stakeholders to position the organisation to achieve success.</p> <p>Influences and leverages opportunities to connect and collaborate across the sector.</p> <p>Demonstrated ability to act as a “Change Champion” and to effectively communicate with and influence others towards acceptance and understanding of change.</p> <p>Highly developed interpersonal skills and proven ability to build positive relationships and consult, negotiate and communicate internally and externally.</p> <p>Demonstrated ability to impact and influence others thinking, challenge decisions and at times have challenging conversations to move towards organisational outcomes.</p>	<p>Essential</p>
<p>Administrative Skills</p>	<p>Demonstrated ability to identify key issues and present recommendations in a concise and logical manner.</p> <p>High level verbal and written communication and presentation skills.</p>	<p>Essential</p>
<p>Professional Development</p>	<p>A commitment to ongoing professional development and continuous learning and improvement.</p>	
<p>Experience</p>	<p>Practice management experience in specialist, medical and/or allied health fields.</p>	<p>Desirable</p>



Our Mission

We exist to create the best patient care and experience.

Our Agreed Behavioural Framework

We have direct, genuine conversations at the right time and place.

We reward and challenge behaviours.

We have a positive attitude and enjoy what we do.

We put the patient first.

We walk the talk.

We strive for individual and organisational excellence.

We are open to ideas and willing to change.

We respect, trust, value and support each other regardless of department and role:

- Make time for each other
- Celebrate and promote successes
- Accept group ideas

Our responsibilities

As an employer, we will:

- Provide a safe work environment
- Provide equipment/resources that minimise the risk of harm
- Treat your personal information with care and discretion
- Pay you promptly and accurately for the work you do
- Provide opportunities for you to develop and acquire new skills that support your growth
- Provide you with meaningful work suited to your skills and abilities
- Support your health and wellness
- Act in a manner consistent with our agreed behavioural framework
- Recognise and reward performance that goes above and beyond
- Communicate with you on all relevant issues that have the potential to impact on the working relationship
- Provide clean amenities for your use while at work

Your responsibilities

As an employee, it is your responsibility to:

- Read and comply with the Code of Conduct
 - Read and comply with established policies, processes and procedures that may be amended from time to time
 - Carry out your duties in a diligent manner
 - Maintaining and protecting the confidentiality of patients and company information at all times
 - Act in a manner consistent with our agreed behavioural framework
 - Notify us of your inability to present for work and wherever possible, the estimated duration of your absence
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- Communicate effectively, politely and suited to your audience
 - Actively protect the privacy and security of sportsmed information
 - Maintain confidentiality during the course of your employment and after your employment with us has ceased
 - Undertake only the duties that you are suitably qualified in and that fall within the scope of your skills / knowledge and experience
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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 8827.

Please Note

Your application will be automatically acknowledged by a return email.