Chief Executive Officer
Position Description

Women's Health Loddon Mallee (WHLM) recognises that women in our communities are diverse and have a variety of needs, circumstances and aspirations that affect their lives and their health. We are committed to a future that sees equitable distribution of power and resources across all gender groups. We work within an intersectional feminist framework to achieve gender equality by providing health information, education and support to local government, organisations, education providers, and community groups.

Women's Health Services are based on an understanding of health within a social context and recognise that:

- health factors are determined by a broad range of social, environmental and economic factors;
- differences in health status and health outcomes are linked to a range of factors including gender, sexuality, socio-economic status, ethnicity and disability;
- health promotion, prevention, equity of access and strengthening of community and primary health care are necessary along with other health treatment services.

Our strategic plan (2021-2025) helps to align the work we do with our vision of gender equity in the Loddon Mallee.
Read more about our impact and what we do in our 2022-2023 Annual Report.

OUR PURPOSE:
To lead cultural and structural change to improve women's lives based on a deep understanding of women's experiences and stories.

OUR VISION:
Equity in health and wellbeing for women of the Loddon Mallee region.

1.0 POSITION
Chief Executive Officer

2.0 RESPONSIBLE TO
Women's Health Loddon Mallee (WHLM) Board

3.0 AWARD
Contract of Employment, terms and conditions will be negotiated.

4.0 TOTAL REMUNERATION PACKAGE
The total remuneration package is $190,000 which includes an annual salary, employer superannuation guarantee at 12 % and full private use of a vehicle. The package also includes five (5) weeks annual leave and access to salary packaging.

5.0 TRAVEL
A vehicle is available for full private use and regular travel is expected

6.0 HOURS
Full time as defined by Contract of Employment.

7.0 TERM OF EMPLOYMENT

Three (3) year contract, subject to government funding.

8.0 PERFORMANCE REVIEW

Ongoing employment is subject to a six (6) month probationary period. A Performance Review, including the development of a Learning and Development Plan, will be undertaken by the Board on an annual basis.

9.0 POSITION OBJECTIVES

The Chief Executive Officer has responsibility for the effective operation of the organisation and is delegated this responsibility though the WHLM Instrument of Delegation.

The role has responsibility for the management of strategic planning, service development and provision, finance, site and facility management, policy review, liaison with Government and other service providers, staffing and organisational performance.

The role provides policy and strategic intelligence to the Board and is the communication channel between the Board and staff.

The role is accountable for collaboration, continuous improvement, workforce planning, management, education, quality care and accessible models of service delivery throughout the Loddon Mallee region.

10.0 KEY RESPONSIBILITIES

- Provide vision and leadership in the development, implementation and evaluation of the WHLM Strategic Plan in conjunction with the Board, staff and key stakeholders.
- Provide strong and effective leadership that fosters a safe and harmonious workplace and builds a positive culture in line with the WHLM Purpose and Vision.
- Contribute to internal capacity building and succession planning.
- Contribute to the development, implementation and review of the WHLM Strategic Plan in conjunction with the Board, staff and key stakeholder groups.
- Oversee management of total operations of WHLM, ensuring the integration of all functions and activities for the effective delivery of services and programs in line with the Strategic Plan.
- Provide high level advice to the Board on all key responsibility areas including high level analysis of the political and economic environment as it relates to WHLM.
- Maintain WHLM's commitment to work that is evidence based, regional and focused on the social determinants of health.
- Regularly monitor and evaluate the performance of WHLM and initiate action necessary to improve all aspects of the organisation.
- Lead a change management approach for staff and members in alignment with current constitutional review processes.
- Develop innovative responses to new initiatives and government policies to advance WHLM Purpose and Vision.
- Manage and monitor the service agreement and funding process with Government Departments and other funders.
- Oversee all financial processes to ensure reporting obligations and budgetary goals are met and organisational viability is sustained.

- Lead and proactively seek opportunities to diversify funding and revenue streams.
- With the support of the Board, advocate for WHLM's strategic objectives at local, state and federal government levels
- Represent WHLM as its public face and build key strategic relationships and organisational reputation across Victoria, including within government, sector based and other relevant settings.
- Contribute to the ongoing sustainability of the Victorian Women's Health Sector through active participation in other women's health networks and agencies.

11.0 KEY RESULT AREAS

Key Results Area	Major Activities	Outcome Measurement
Strategic Planning	• Manage implementation of Strategic Plan • Drive annual and long term planning processes • Explore new funding avenues	• A strategic plan developed every three years • Strategies are facilitated to deliver on identified strategic outcomes • Regular reporting to the Board against the Strategic Plan • Annual overall review of funding streams with quarterly updates on opportunities being pursued
Operational Management	• Oversee standards and quality in the delivery of services and programs • Direct human and organisational resources to optimise programs and oversee program development consistent with the Strategic Plan	• Services and programs are delivered to a high standard and reported against on a monthly basis
External/Board Relationship Management	• Maintain positive relationships and communicate effectively with the Board • Exercise effective representation, strategic communication and advocacy through media and public forums on women's health, safety and wellbeing	• Timely and relevant reporting to the Board formally on a monthly basis, informally as required • Provision of information to the Board to allow well informed decision making • Strong and effective communication with the Chair of the Board • Carry out and report back on Board directives • Partnership and networking for WHLM defined and delegated to appropriate staff and select relationships managed by CEO
Human Resource Management	• Drive implementation, monitoring and review of staffing policies, practices and performance management • Maintain appropriate organisational structure with clear delegations and accountabilities • Promote an organisational culture of learning, communication and problem solving	• Provide support and professional development to staff to enable them to increase decision making and accountability • Provide leadership on cultural diversity issues and ensure staff are trained in cultural awareness

	• Ensure that all staff, students and volunteers understand and respect the Purpose and Vision of WHLM	
Financial Performance	• Ensure budgetary goals are met • Ensure finances are monitored and managed to an exceptionally high standard	• CEO works closely with WHLM Board Treasurer • Organisational financial sustainability in line with agreed targets determined by the Board (with consideration of funding targets) • Finance and risk management strategies are implemented (as supported by Finance and Risk Committee) • Board appraised of any aberration from the agreed budget (with Finance and Risk Committee input)
Governance	• Ensure service targets set by funding bodies are achieved • Ensure compliance and accountability under all Acts and legislation as they pertain to WHLM • Ensure the WHLM Board is made up of suitably qualified and skilled women	• All Funding and Service Agreements financial and other reporting requirements are met • Compliance with relevant legislation and Acts • CEO works closely with the Board to implement Board recruitment policies

It is expected that the CEO will undertake the role in a manner which is aligned to the following leadership performance criteria:

Shapes strategic thinking
- Proactively supports WHLM's Purpose and Vision
- Inspires
- Leads and influences change

Forges relationships and engages others
- Collaborative and consultative
- Inclusive of all
- Takes a considered, reflective approach
- Proactively collaborates with all other Rural Women's Health organisations and their leaders

Drives business excellence
- Builds team and individual capability and expertise
- Predicts and plans for future operational needs

Achieves results
- Achieves and delivers results
- Systems thinker and drives effectiveness
- Assumes accountability
- Place-based approach

Exemplifies personal drive and professionalism
- Authentic and honest
- Demonstrates confident humility
- Engages with others in a respectful and professional manner
- Promotes quality, safety and sustainability
- High level of self-awareness and self-care
- Able to deal with uncertainty
- Critical thinker with a strategic and systems approach

12. KEY SELECTION CRITERIA

It is expected that the successful applicant will have 2+ years experience working as a CEO, and will be able to demonstrate the following:

1. Extensive experience in providing inspirational leadership within the health/community/non-profit sector with exemplary strategic, financial, operational and people management skills

2. Significant understanding of, and commitment to, women's health and the Purpose and Vision of WHLM, which incorporates a gendered perspective within a feminist framework

3. An understanding of the political environment and current issues affecting the women's health sector

4. Extensive experience in managing a diverse portfolio of services, programs and projects with a strong best practice, quality improvement framework

5. Strong understanding of the role and execution of advocacy, with a particular understanding of rural and regional experiences

6. Strong ability to identify risk, opportunities and issues for the organisation, with an ability to respond accordingly to address these, to achieve its goals and objectives

7. Highly developed interpersonal skills, including strong skills in negotiation and consultation. Experience in developing and maintaining collaborative partnerships and stakeholder relationships

8. Exceptional written and verbal communication skills with ability to influence at the highest level. Strong ability to analyse data and interpret to range of audiences. Confident public speaking and presentation style

9. Financial and business skills and acumen with extensive experience in the preparation of budgets, business plans and funding submissions

Desirable: To live within one of the Loddon Mallee local government shires and have knowledge of the region

Qualifications:

A combination (or equivalent) of the following, in conjunction with significant workplace experience

- Tertiary qualifications in a relevant discipline
- Post Graduate qualifications in Management, Public Policy, Public Health or related field

13.0 OTHER RELEVANT INFORMATION

Requirements

- You are required to have a current driver's licence and regular travel is expected
- You will be required to fill out a Pre-existing Injury/Disease Declaration Form and undergo a Police Check and a Working with Children Check

- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place six (6) months following commencement of employment and then on an annual basis