



OONAH

HEALTH & COMMUNITY SERVICES
ABORIGINAL CORPORATION

Position Description

Chief Executive Officer

Purpose

The CEO of Oonah Health and Community Services Aboriginal Corporation (**Oonah**) will be a dynamic and innovative leader. Based in Healesville, the primary purpose of the position is to work collaboratively with the Board, stakeholders and the community to achieve Oonah's strategic plan and vision of working towards a healthy, strong and skilled Aboriginal and Torres Strait Islander community recognising the diversity in Melbourne's Outer East.

The position will oversee and manage Oonah's operations to ensure the delivery of integrated programs of health, well-being, education and employment services within a cultural framework of respect, caring and sharing.

Deliverables

The CEO's key deliverables include:

- **Providing strategic direction** - developing and facilitating an operational plan that is consistent with the strategic plan set by the Board. The CEO will have oversight for managing, implementing and evaluating all of Oonah's programs.
- **Managing grants and fundraising** - working with the Leadership Team to develop appropriate grant applications and fundraising initiatives and oversee appropriate spending of grants and funding.
- **Business Development** - lead and promote the development of Oonah by identifying opportunities for sustainable growth that are consistent with the strategic plan set by the Board.
- **Workforce development** - working with the Program Manager to provide direction, encourage growth and development and maintain staff engagement and confidence. The CEO will also identify training and professional development needs of Oonah's workforce and community, including by expanding, up-skilling, supporting and retaining Oonah's Aboriginal workforce.
- **Managing safety and risk** - working with the Quality Risk and Compliance Officer identifying and managing all risks, including workplace health and safety risks. The CEO should also maintain a risk management plan, report relevant risks to the Board and provide risk management advice.
- **Managing external relationships** - developing and maintaining effective relationships with external bodies, regulators, funding agencies, philanthropic and community organisations and relevant State and Federal Government departments. The CEO will also represent and promote Oonah at key strategic meeting and in the public arena.
- **Ensuring service delivery** - working with the Clinical Services Coordinator to:

- maintain and update monitoring systems to assess services against agreed performance criteria;
 - provide recommendations to the Board to ensure service delivery is in line with the strategic plan;
 - review and action outcomes arising from feedback from clients, community and other stakeholders;
 - regularly review, assess and report on Oonah's clinical services meeting Clinical Governance Requirements;
 - ensure clinical staff are equipped with the appropriate knowledge, tools, resources and opportunities to engage and influence Oonah's health services; and
 - ensure outsourced clinical services and appropriate accreditation or clinical governance in place.
- **Corporate administration** - ensuring Oonah's practices are fair and equitable and that the organisation is adequately staffed and appropriate policies, procedures, systems, structures and resources are in place to engender effective management of Oonah.

Communication and Leadership

The CEO must be able to meaningfully and effectively communicate with Oonah's Board, staff, contractors, volunteers and external partners.

The CEO will demonstrate an ability to lead and manage by developing and modelling the values and culture of the organisation.

The CEO will be confident under pressure and be able to motivate and empower the staff at Oonah to uphold a high level of operations and quality service.

Qualifications, Skills and Experience

The CEO must possess the following skills and experience:

- Relevant tertiary qualifications and/or extensive experience working in management and leadership roles.
- Demonstrated experience working effectively and sensitively with Aboriginal & Torres Strait Islander communities & services, including a demonstrated awareness of cultural protocols.
- Demonstrate strong contemporary knowledge of Aboriginal culture, aspirations and self-determination.
- Demonstrated proficiency and experience in interrogating data and interpreting results to develop performance reports to communicate outcomes to a range of audiences

- Experience in project management with exceptional analytical, organisational and problem-solving skills including an ability to produce high quality work within tight deadlines against competing priorities.
- Highly developed interpersonal and communication skills with proven ability to manage constructive relationships /partnerships with members of a team, senior leaders and external partners.
- Experience with implementing quality improvement processes with a change management component including the ability to effectively communicate with and motivate staff.
- Experience in developing internal and external networks and partnering with communities in order to seek collaborative solutions.
- Experience with managing and monitoring budgets.
- Demonstrated sound organisational and administrative skills.

Qualifications / Registration

- Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor / manager, prior to the commencement of clinical duties.
- The CEO must have completed the Aboriginal and Torres Strait Islander Mental Health First Aid or the ASIST Applied Suicide Intervention Training.
- The CEO must at all times hold a current drivers' licence and Working with Children Check clearance.
- It is desirable that the CEO has completed a Workplace First Aid Course - Level 2.

Key Relationships

The CEO will report directly to the Board. The CEO will adopt a proactive "no surprises" partnership approach with the Board in the pursuit of excellence and welcoming questions that may help identify important issues or blind spots.

The following positions will report to the CEO:

- Finance Manager
- Program Manager
- Clinical Services Coordinator
- Quality Risk & Compliance Officer