

## Position Description



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|------------------------------|------------------------------------------|
| <b>Position Title:</b>       | Chief Executive Officer (CEO)            |
| <b>Location:</b>             | Cairns, Adelaide or Canberra             |
| <b>Accountable to</b>        | CRANAplus Board, through the Board Chair |
| <b>Award Classification:</b> | Non-Award                                |

### Organisational Background

CRANAplus is a grassroots, not-for-profit, membership-based organisation, founded in 1983. We provide a wide range of services, support and opportunities to nurses, midwives and other health professionals to ensure the delivery of safe, high quality primary healthcare to remote and isolated areas of Australia. CRANAplus exists to ensure the delivery of safe, high quality primary healthcare to remote and isolated areas of Australia.

CRANAplus prides itself on practice through values, and accordingly CRANAplus employees are expected to demonstrate integrity, excellence, respect, inclusiveness, safety, accountability, and to advocate for social justice.

### Purpose of the Position:

The CEO is the head of the executive team and manages the day to day operations of CRANAplus, its people and resources. The CEO implements the strategy approved by the Board and ensures the organisation's structure and processes meet the strategic and cultural needs of CRANAplus.

The CEO is authorised and responsible for the management of CRANAplus and its operations by way of delegated authority from the Board. The CEO's role is to provide visionary leadership, within the risk appetite set by the Board, in line with the organisation's strategic priorities.

### Accountabilities

The CEO is accountable to the Board for the performance of the organisation against a board set strategy, with the expectation that the CEO keeps the board informed of any and all events and circumstances which have, or may be likely to have, a material impact on the organisation.

Overall, the CEO is responsible for;

- developing business plans, budgets, and operational strategies for consideration by the Board and, to the extent approved by the Board, implementing these plans, budgets and strategies.
- ensuring CRANAplus's operations are within the parameters set by the Board from time to time, and that the board is kept informed of material developments in the organisation's affairs, operations and business.
- where proposed transactions, commitments or arrangements exceed threshold

parameters set Board, referring the matter to the board for its consideration and approval.

- identifying and managing operational and corporate risks for CRANApplus and, where those risks could have a material impact on the organisation, formulating strategies for managing and mitigating those risks, including for consideration and endorsement (as applicable) by the Board.
- managing CRANApplus's financial and other reporting, control and monitoring systems, to ensure these mechanisms and systems capture all relevant material information on a timely basis, are functioning effectively and are founded on a sound basis of prudential risk management.
- ensuring the Board is provided with sufficient accurate information on a timely basis in regard to CRANApplus, its operations, business and affairs, and in particular with respect to the corporate performance, financial condition, operations and prospects, so as to reasonably position the Board to fulfil its governance responsibilities; and
- implementing the policies, processes and codes of conduct approved by the Board and facilitating the monitoring and reviewing of, and reporting against, those policies, processes and codes of conduct.

#### **Board accountabilities**

- Report to the Board on the status of policies, strategies, directions and plans (business and otherwise) set or approved by the Board.
- Inform the Board of all events within, or which reasonably should be within, their knowledge or awareness, which may or do have a material impact on CRANA Plus activities or reputational well-being.
- Observe limitations of authority as set from time to time by the Board.
- Regularly meet and consult with the Chair (as the lead representative of the Board) on all such matters.

#### **Internal accountabilities**

- Provide strong, clear leadership to CRANApplus.
- Ensure the CRANApplus code of conduct and values is a living document, regularly updated, monitored and communicated with ongoing training where necessary.
- Provide internal leadership direction, goals and energy to the organisations personnel.
- Create and sustain a culture of innovation and enablement, underpinned by and expressing the values and philosophy of CRANApplus.

## **External engagement**

- Monitor and interpret the external environment so as to continually position the organisation in its markets to its best advantage.
- Maintain awareness of political, governmental, business and industry components of the external environment, on a local, national and international level.
- Participate in appropriate business and professional associations, networks and activities relevant to the organisation's interests.
- Ensure relationship building with external stakeholders.

## **Organisational accountabilities**

- The appointment and management of key executives and management personnel.
- Researching, designing, implementing, and evaluating the CRANApplus structure, systems, policies, processes and procedures, in order to guide, support, inform, service and monitor the prime functions of the organisation.
- Ensuring legal, ethical, and professional practices and boundaries consistent with the CRANApplus code of conduct and values are adhered to.
- Ensuring financial activities are managed within agreed budgets and informing the Board, in a timely manner, should the CEO become aware of any material adverse movements to the budget.

## **Selection Criteria:**

### **ESSENTIAL Knowledge, Skills and Abilities**

1. Experience as a CEO, or senior executive leader, preferably within a not-for-profit, with a demonstrated ability to support the design and delivery of organisational strategy.
2. A tertiary qualification, relevant to the role, along with experience in the health care sector, preferably in a remote or isolated setting.
3. Highly developed leadership and change management skills with proven ability to effectively build and maintain professional relationships, work collaboratively with internal and external stakeholders from diverse backgrounds and support, mentor and empower employees.
4. Strong knowledge and understanding of the issues affecting First Nations Australians in the rural and remote health setting including the impact of the social determinants of health along with demonstrated experience in working with First Nations People and/or organisations.
5. Proven experience in reporting to and/or working with a board of directors.
6. Demonstrated financial literacy including the ability to develop and execute creative strategies for attracting alternative revenue in a not-for-profit environment.

**DESIRABLE Knowledge, Skills and Abilities**

1. Qualifications in nursing and/or midwifery would be highly regarded.
2. Previous experience leading an organisation through the transition process to a company limited by guarantee would be advantageous.