



Position Description

Ph (09) 477 0338
550 East Coast Road
Mairangi Bay
Auckland 0630

Position Title:	Chief Executive Officer
Responsible to:	Chair and members of Equip Trust Board
Responsible for:	General Manager, Dietician, Spirituality Coordinator, Our Voice Leader, Finance Administrator, External Consultants.
Accountable to:	Equip Trust Board
Remuneration:	As negotiated and agreed Reviewed annually

Stakeholder Relationships

Internal.	Service users Service user family/whānau Equip Staff Trust Board Windsor Park Baptist Church (WPBC) Leadership (Senior Pastor & Elders) Service user Stakeholder Groups Family/Whānau Stakeholder Groups Kaumatua Consultants
External.	Te Whatu Ora (Northern region) External contractors Relevant government agencies such as Ministry of Social Development WPBC staff and community Other specialist and general services, and agencies as appropriate NGO groups such as Navigate, Platform Primary health care organisations (Northern region) Baptist Association and Union

Section One: Position Summary

To lead and inspire Equip with exceptional strategic and operational leadership according to Equip's vision, mission and values, in order to provide viable health and social services that meet the needs of service users and their families/whanau.

To ensure the provision of services that are recovery oriented, people and family centred, responsive, accessible, safe, effective, and clinically sound.

Section Two: Tasks

Executive Leadership	<ul style="list-style-type: none">To demonstrate positive and visible inspirational leadership	Organisational activities (whole team/staff) are common and leadership is visible.	Equip responds positively to the leadership provided in accordance with its vision, mission and values. This is evidenced by feedback in the bi-annual 360 feedback of the CEO as well as Staff Satisfaction surveys.
Strategic Management	<ul style="list-style-type: none">To contribute to the strategic planning processes with the Board.To lead and manage the implementation of the strategic planMaintain and strengthen the Core Values of Equip	Strategic planning processes occur at least annually with a report of actions implemented quarterly. There is a sharing of knowledge and understanding of the strategic contexts that influence the direction of Equip, and the concepts of recovery and resilience. Support and strengthen the Christian faith-based foundation of Equip	The Board recognizes the CEO's contribution to the strategic planning processes. Strategic requirements are implemented according to targets and timeframes. Actively promote the Core Values of Equip and be aligned professionally and personally with them.
Operational Performance	<ul style="list-style-type: none">To drive the operational performance of Equip.To operate within financial parameters, budgets and delegations achieving financial viabilityTo utilize available technologies to advance the service.	Services and programmes operate responsively. Capital assets, such as facilities and vehicles are managed and maintained. Budgets are actively managed. Key financial risks are identified and monitored. Aspects of the business including clinical practice are reviewed on a cycle with targeted interventions where under-performance or poor alignment with strategic direction found. The Board receives monthly reports and is notified additionally according to policy requirements of issues and matters to enable it to meet governance obligations and manage risk.	Equip delivers services according to contractual requirements. Equip remains financially viable. Equip is known for its grasp on new technologies that support delivery. This is confirmed on audit.

		Meetings are held regularly with the Board Chair. Technologies such as information technology are supported and appropriately implemented to advance Equip.	
Stakeholder Relationships	<ul style="list-style-type: none"> • To understand the roles and requirements of the key stakeholder groups and engage accordingly • To establish and maintain stakeholder relationships • To support integrated and collaborative activity with stakeholders that better meets the needs of individual service users and their families • To promote Equip as a reputable stakeholder 	<p>The stakeholder groups are engaged in specific activities to strengthen relationships. Stakeholders include but are not limited to:</p> <p>Board Windsor Park Baptist Church Equip Service staff Service Users and Families NGO Partners Te Whatu Ora Funder and Provider.</p> <p>Regular discussions are held with Te Whatu Ora Funders and Providers to understand changes in requirements and expectations. New collaborative opportunities are sought.</p>	<p>Equip is strengthened by collaborative stakeholder relationships</p> <p>Equip is regularly represented at stakeholder meetings by the appropriate staff member</p>
Quality and Risk Management	<ul style="list-style-type: none"> • To ensure that there is adherence to quality, risk and compliance 	<p>Quality and Risk framework is in place.</p> <p>An internal audit schedule is conducted.</p> <p>Complaints and Incidents are reported, investigated and managed.</p> <p>Satisfaction surveys are conducted.</p> <p>An Outcomes framework is developed and implemented.</p> <p>Service users, families and staff are engaged in service improvement.</p>	<p>The quality of Equip is continuously improving.</p> <p>Equip complies with all relevant legislation according to contracts in place.</p> <p>This is confirmed through contract audits</p>
People Management	<ul style="list-style-type: none"> • To recruit, retain and manage the workforce with the required skills and competencies (or working towards) to meet contractual requirements 	<p>People management processes are in place including all staff having induction, orientation, and mandatory training as well as performance appraisals.</p> <p>Individuals are encouraged to progress career pathways with learning and development opportunities.</p> <p>Senior leadership/management team is developed and supported.</p>	<p>Staff turnover is at low levels (less than 15%)</p> <p>Staff vacancies are promptly filled with required skills.</p> <p>Personal grievances are minimised through appropriate HR management.</p> <p>Sick leave is at low levels.</p> <p>Annual leave is planned and managed with acceptable leave balances.</p>

		Strategies to promote wellbeing in the workplace are implemented.	Equip has a reputation as a staff-friendly organization as evidenced through Office Vibe surveys, staff satisfaction surveys and Exit Interviews.
Innovation, Improvements and New Business	<ul style="list-style-type: none"> To establish a flexibility for service change that innovates, improves and enhances Equip To develop a readiness for new business To identify opportunities for research to enhance service delivery 	<p>Opportunities are sought to expand existing contracts. Assessments of potential initiatives and research are undertaken.</p> <p>Staff are encouraged to consider and propose innovative approaches and improvements. Opportunities are pursued and business cases or RFP proposals are prepared and submitted.</p>	A balance of new business, innovation and improvement continues to grow Equip.
Professional Development	<ul style="list-style-type: none"> To reflect on performance and identify areas for development and growth. To engage in meaningful learning activities which benefit the individual and Equip. 	<p>Personal learning needs are identified and met. Peer support, networking and supervisory mechanisms are in place.</p> <p>Performance is appraised at least annually with Board involvement one year by way of a 360 feedback and the alternate year by performance against the Strategic Priorities</p>	Professional growth and development of the CEO is evident through ongoing cycles of reflection and learning. This is documented in a professional development plan.
Health and Safety	<ul style="list-style-type: none"> To be aware of the obligations of the employer and employee for Health and Safety as per current legislation. 	<p>Health and safety is part of normal business at Equip</p> <p>A health and safety plan is in action and updated regularly. Risks are identified and mitigated. Hazards are identified and eliminated or minimised.</p>	Health and safety is an integral part of operations and an Equip priority. This is confirmed on audit.
Treaty of Waitangi	<ul style="list-style-type: none"> Demonstrates the use of the principles of Te Tiriti o Waitangi Develop and maintains culturally safe workplace Promotes and Ensures Equity at Equip 	<p>A framework/checklist such as Whanau ora tool is in place. Kaumatua and other cultural roles and advice are accessible. Treaty of Waitangi training for staff is supported.</p> <p>Formal relationships are established with local Marae and Te Puna Houra for cultural support</p> <p>It can be demonstrated that Māori and Pacific peoples are not disadvantaged at Equip</p>	<p>Equip is responsive to Māori and the actions of staff demonstrate cultural knowledge and understanding.</p> <p>Able to demonstrate the use of the principles of Te Tiriti o Waitangi within own practice e.g. lead Karakia regularly</p> <p>Able to demonstrate competency in relation to engaging with Pacifica and Asian peoples</p>
Undertakes continuous Professional Development	<ul style="list-style-type: none"> Attains and maintains an appropriate body of knowledge relating 	Maintains currency of skills knowledge and applies these in the continuous development of Equip	Attends external supervision as mutually agreed with Manager Has completed Te Tiriti o Waitangi training within the last two years

	to theories, models and skills necessary to provide a best practice, evidence-based service for clients	Obtains an appropriate tertiary qualification as negotiated with Equip management Displays an ability to integrate theory into practice Attends regular supervision, both external and internal Actively seeks training to increase cultural knowledge Seek and use culturally appropriate resources in the service, family and community	
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Section Three: Personal Specification

Qualifications

Essential	Desirable
A tertiary qualification in health, business or related field	

Knowledge/Experience

Essential	Desirable
Experienced at senior management level within a small to medium size organisation with responsibility for service delivery in complex environments Managed and led service teams Successfully led change to bring about service improvements Has established new ventures Proficient in oral and written communication skills Demonstrated collaborative ways of stakeholder working Demonstrated a commitment to the Treaty of Waitangi and to the diverse communities that access services Able to work compatibly within an organisation that maintains a Christian philosophical framework	Understanding of the political/governmental environment in which an NGO operates Understanding and experience in the mental health sector

Other Attributes

Essential
Visionary and strategic Commercially astute Problem solver and solution seeker Politically savvy Intuitive A high level of personal values including integrity Self- motivated Flexible Self-reflective Team player and team leader Recognises and cares for own health and wellbeing Strong commitment to the mental health sector

Name of Employee

Signature of Employee

Dated this _____ day of _____ 20__