

Position Description

Position Title:	Chief Executive Officer
Position Number:	A039266
Position Holder:	New position
Division/Branch:	General Administration
Location:	TBD
Directly reports to:	Board

Position Purpose

The Chief Executive Officer (CEO) role is to lead iMH to deliver its remit as an integrated mental health service delivering high quality care and exceptional patient experience. The role reports to the iMH Board and has overall accountability for the strategic and operational management of the organisation.

The CEO will:

- Develop the organisation's vision, values and Strategic Plan (including the pipeline for new sites) for the organisation, with support from the Board
- Drive the delivery of the joint venture's business plan and pipeline of growth, aligned to the organisation's strategy and vision.
- Lead the development of, and embed implementation of, iMH's model of care across the Group's facilities.
- Oversee the clinical and operational requirements of a multisite organisation delivering integrated mental health services.
- Create and implement a management structure to oversee the operations of a multi-site organisation, including performance, corporate development, business development, commercial advisory, corporate governance and the model of care.
- Work within the corporate governance framework agreed by the Board. .
- Monitor the service level agreement of services provided by Aurora and work collaboratively with Aurora to ensure the services meet the requirements of iMH.
- Work with Medibank and Aurora to deliver on initiatives identified within the Collaboration Agreement.
- Ensure effective project management to work with real estate investment trusts (REITs) in relation to the capital construction of current and new sites including the fit-out of the facility as per the capital budget.
- Oversee the commissioning of new hospitals to ensure safe and quality services are commenced within the agreed timeframe and budget.
- In conjunction with the site CEO/DONs, recruit VMOs and hospital staff to deliver services as part of the integrated mental health model of care.
- Foster strong relationships, collaborative teamwork and highly effective stakeholder management and influence, both internally and externally.
- Support the Board by providing timely advice to ensure they meet their Director duties.

Position accountabilities

Activities

<p>Leadership/Management/Operations</p>	<ul style="list-style-type: none"> • Work with the Board to develop the vision, values and Strategic Plan for the organisation • Develop an effective management structure to ensure the organisational services are innovative, customer focused, safe and of the highest quality. • Support and mentor the CEO/DONs of each facility to ensure the delivery of expectations • Provide timely advice to the Board on relevant aspects of the operations of the organisation • Develop effective internal and external relationships to help drive the vision of an integrated mental health service. • Work with the CFO to Manage the performance of the JV business. • Work with the CFO to secure PHI and other contracts for the JV hospitals, aligned to the model of care
<p>Clinical care</p>	<ul style="list-style-type: none"> • Oversee the implementation of clinical governance systems and processes to ensure safe, quality care. • Embed the model of care across all facilities to deliver intensive inpatient care, with home and community supports • Implement appropriate outcome tools to be used as evidence of the efficacy and quality of the model of care. • Ensure facilities meet accreditation relating to the National Standards of Quality Care • Ensure a culture of accountability and transparency in relation to clinical care and outcomes. • Develop a set of quality KPIs that are regularly reported to the Board on services provided

<p>Hospital construction (fitout) and commissioning</p>	<ul style="list-style-type: none"> • Oversee the delivery of JV projects on time and within budget, in accordance with the business plan. • Create, implement and oversee robust project governance for hospital construction projects to facilitate timely and effective decision-making that ensures the JV's interests are protected • Ensure JV representation across the construction project that facilitates the inclusion of operational requirements in the construction of the base build and fit out of the hospital. • Develop and implement a comprehensive Commissioning Plan for each site which includes (but is not limited to) the following items: <ul style="list-style-type: none"> ○ Governance ○ Business development and marketing ○ Workforce, occupational health and safety, organisational development ○ Quality, safety, risk, infection control and emergency response ○ Hospitality services ○ Biomedical and engineering ○ Furniture, fittings and equipment ○ Consumables and supply ○ Information, communication and technology ○ Clinical services ○ Education, testing and training ○ Timeline and KPIs for delivery • Ensure agreed project methodologies are applied to drive effective and timely commissioning of project • Ensure all required compliance with related legislation, including State Department of Health licencing.
<p>People management</p>	<ul style="list-style-type: none"> • Create a values-based organisational culture that puts the patients at the centre all services • Ensure an effective engagement strategy with VMOs to ensure the organisation is meeting their needs to deliver quality services • Carry out commercial discussions with VMOs around any equity plans that may be offered as part of the JV business • Ensure performance development frameworks are in place to manage performance, drive professional development and recognise talent. • Create opportunities for recognising and celebrating high performance individuals and teams
<p>Organisational governance and management processes and reporting</p>	<ul style="list-style-type: none"> • Ensure effective corporate governance structures are implemented to ensure corporate governance requirement including appropriate reporting to the Board This includes annual business plans, operating budget, capital budget and cashflows • Ensure regular reporting to the Board on agreed activity and financial KPIs including activity, revenue and expenses. Develop sustainability plans if required • Oversee the pipeline of growth businesses including business cases linked to the strategic and operational plans and work collaboratively with shareholders

Foster strong relationships, collaborative teamwork and highly effective stakeholder management and influence	<ul style="list-style-type: none"> • Apply exceptional interpersonal skills to influence and collaborate with a diverse range of peer stakeholders, including shareholders • Recognise the importance of continuous self-development and actively takes ownership and responsibility for own professional development • Foster and empower a highly skilled team, and actively encourage the team to increase its knowledge, skills and experience • Meet deadlines during the performance management cycles for self and people, inclusive of goal setting, development planning and regular progress check-ins. • Complete all mandatory and regulatory training.
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Organisational accountabilities
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<p>Responsible and accountable for ensuring that the organisation:</p> <ul style="list-style-type: none"> • complies with all applicable laws, regulations, codes and organisational standards • staff complete the required compliance training • is aligned where possible to industry best practices
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Position Requirements

Education	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Post Graduate Degree <input checked="" type="checkbox"/> Other (Relevant professional certification e.g. CIA, CISA, CA or CPA)
Capability	<ul style="list-style-type: none"> • Business and commercial acumen • Strategic thinking • Managing relationships • Results driven, task focused with a strong sense of timeliness • Project management • Communication • Team player • Attention to detail
Skills/Experience	<p>Must have:</p> <ul style="list-style-type: none"> • Minimum 5 years of relevant executive experience within the health industry, preferably mental health • Demonstrated experience in the successful introduction of a new model of care (ideally short stay and community-based) in a private and/or public hospital setting • Demonstrated experienced in leading complex projects in a healthcare environment • Experience in the development and implementation of effective corporate governance practices within a hospital environment • Strong analytical skills to interpret and present complex technical information, including leveraging data analytic techniques where relevant. • Excellent communication and stakeholder management skills, with the ability to translate critical information in a compelling and persuasive way for different audiences • Exceptional influencing skills, together with experience and gravitas to respectfully challenge as required and establish credibility with stakeholders • Proven track record in leading, managing and developing teams <p>Desirable:</p>

	<ul style="list-style-type: none"> • CEO experience • Change management experience • Management of capital projects within healthcare
Personal attributes	<p>Demonstrate the following:</p> <p>Relationships with people</p> <ul style="list-style-type: none"> • <i>Persuasive</i> – convinces others, likes to negotiate • <i>Controlling</i> – takes charge, directs and manages • <i>Socially Confident</i> – puts people at ease, good with verbal and written communication <p>Thinking style</p> <ul style="list-style-type: none"> • <i>Data Rational</i> – good with data, operates on facts, enjoys assessing and measuring • <i>Change Oriented</i> – enjoys doing new things, accepts change • <i>Innovative</i> – generates ideas, thinks up solutions • <i>Forward Planning</i> – prepares well in advance, enjoys setting targets, forecasts • <i>Detail Conscious</i> – methodical, precise, and accurate • <i>Conscientious</i> – sticks to deadlines, completes jobs <p>Feelings and Emotions</p> <ul style="list-style-type: none"> • <i>Relaxed</i> – calm, relaxed, cool under pressure • <i>Tough Minded</i> – difficult to hurt, unaffected by unfair remarks • <i>Emotional Control</i> – restrained in showing emotions, avoids outbursts • <i>Critical</i> – good at probing the facts, challenges assumptions • <i>Active</i> – has energy, moves quickly • <i>Achieving</i> – sets sights high, career centred, results orientated
Employees	<p>No. Direct Reports: TBD</p> <p>No. Indirect Reports: TBD</p>
Key Stakeholders Internal and External	<p>Internal stakeholders – Board, Executive, VMOs</p> <p>External stakeholders – health funds, local, state and commonwealth governments, local community, universities</p>