**Organisational overview**

PWHC is committed to providing holistic health services within a feminist, social justice and trauma informed view of Women’s Health. We aim to provide services which foster wellbeing and ensure these services are accessible to all Women in a safe environment with opportunities for participation in the life of the Centre. We acknowledge and respect diversity among Women and will actively address social injustices and promote the rights and choices of Women in our Community.

**1.0 POSITION**

Chief Executive Officer

**2.0 RESPONSIBLE TO**

Management Committee

**3.0 AWARD**

Contract of Employment, terms and conditions will be negotiated.

# 4.0 TOTAL REMUNERATION PACKAGE

The total remuneration package includes an annual salary of $105,000 - $120,000, employer superannuation guarantee at 9.5 % and access to salary packaging. Starting salary will be negotiated based on experience and skills and will be reviewed annually.

**5.0 HOURS**

Full time as defined by Contract of Employment.

6**.0 TERM OF EMPLOYMENT**

Three year contract, subject to government funding.

**7.0 PERFORMANCE REVIEW**

Ongoing employment is subject to a 6 month probationary period. A review, including the development of a Performance Appraisal and Development Plan as per the PWHC policy, will be undertaken by the Management Committee on an annual basis.

8**.0 SUMMARY OF RESPONSIBILITIES**

# 8.1 POSITION OBJECTIVES

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

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 Management Committee and is the communication channel between the Board and staff. The role also focuses on collaboration, quality improvement, workforce planning, management, education, and improved models of service delivery throughout Penrith and the agreed outreach areas.

# 9.0 KEY RESPONSIBILITIES

* Provide vision and leadership in the development, implementation and evaluation of the PWHC Strategic Directions in conjunction with the MC, 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 PWHC Vision and Values.
* Contribute to the development, implementation and review of the PWHC Strategic Directions in conjunction with the MC, staff and key stakeholder groups.
* Oversee management of total operations of PWHC, ensuring the integration of all functions and activities for the effective delivery of services and programs in line with the Strategic Plan and all funding agreements.
* Provide high level advice to the MC on all key responsibility areas including high level analysis of the political and economic environment as it relates to PWHC.
* Maintain PWHC commitment to work that is evidence based, built on a feminist perspective and focussed on the social determinants of health.
* Regularly monitor and evaluate the performance of PWHC and initiate action necessary to improve all aspects of the organisation.
* Develop innovative responses to new initiatives and government policies to advance PWHC Vision and Values.
* 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.
* With the support of the MC & Women’s Health NSW advocate for PWHC strategic objectives at local, state and federal government levels
* Represent PWHC as its public face and build key strategic relationships and organisational reputation across Nepean Blue Mountains and Western Sydney, including within government, sector based and other relevant settings.
* Contribute to the ongoing sustainability of the NSW Women’s Health Sector through active participation on relevant committees and Boards.

# 10.0 KEY RESULT AREAS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Results Area**  (Outputs of the job, why is it done?) | **Major Activities**  (What is done and how?) | | | **Outcome Measurement**  (How will quantity, quality, timeliness or cost be measured?) |
| **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 MC against the Strategic Plan | |
| **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  Organisation continues to meet accreditation (at the level agreed to with the MC) | |
| **External/ Board**  **Relationship**  **Management** | | * Maintain positive relationships and communicate effectively with the MC * Exercise effective representation, strategic communication and advocacy through media and public forums on women’s health, safety and well being | Timely and relevant reporting to the MC formally on a monthly basis, informally as required  Provision of information to the MC to allow well informed decision making  Strong and effective communication with the Chair of the MC | |
|  | |  | Carry out and report back on MC directives | |
|  | |  | Manage delegations to staff for partnership and networking for PWHC | |
| **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 * Ensure that all staff, students and volunteers understand and respect the Vision and Values of PWHC | Provide support and professional development to staff to enable them to increase decision making and accountability  Provide leadership on feminist philosophy, cultural diversity issues, disability awareness.  Ensure staff are trained and monitored to ensure regulatory compliance. | |
| **Financial Performance** | | * Ensure budgetary goals are met * Ensure finances are monitored and managed   to an exceptionally high standard | CEO works closely with MC, Accountant and Auditor  Organisational financial sustainability in line with agreed targets determined by the MC (with consideration of funding targets) | |
|  | |  | Finance and risk management strategies are implemented (as supported by MC) | |
|  | |  | MC appraised of any aberration from the agreed budget | |
| **Governance** | | * Ensure service targets set by funding bodies are achieved * Ensure compliance and accountability under all Acts and legislation as they pertain to PWHC * Support the PWHC board to recruit 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 MC to implement MC recruitment policies for membership | |

# 11.0 KEY SELECTION CRITERIA

It is expected that the successful applicant will be able to demonstrate the following:

1. Extensive experience in providing inspirational leadership within the health/ community/ Not for Profit sector with exemplary strategic, financial, operational and people management skills
2. Significant understanding of, and commitment to, women’s health and the Vision and Values of PWHC, which incorporates a gendered perspective within a feminist framework
3. An understanding of the political environment and current issues affecting the primary health system and the women’s health sector in particular
4. Extensive experience in managing a diverse portfolio of services, programs and projects within a strong best practice/ continuous quality improvement framework
5. Strong ability to analyse data and information, identify risk, opportunities and issues for the organisation, with an ability to respond accordingly to address these, to achieve its goals and objectives
6. Highly developed interpersonal skills, including strong skills in negotiation and consultation. Experience in developing and maintaining collaborative partnerships and stakeholder relationships
7. Exceptional written and verbal communication skills with ability to influence at the highest level. Confident public speaking and presentation style.
8. Financial and business skills and acumen with extensive experience in the preparation of budgets, business plans and funding submissions

**Qualifications**

* Qualifications in management, public policy, community development, public health or related fields

**Other**

* Current drivers licence

**12.0 OTHER RELEVANT INFORMATION**

Requirements

* You are required to have a current drivers licence
* If you are successful in this job application you will be required to fill out a Pre-existing Injury/Disease Declaration Form
* You may be required to undergo a pre-employment medical check
* You will be required to 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 months following commencement of employment and then on an annual basis**.**