



REVISION HISTORY			
Revision No.	Approved By:	Date	Next Review Date
	Board Chair	17/06/26	

POSITION DESCRIPTION

Position title:	Chief Executive Officer
Status:	Permanent Part-time
Location:	Tasmania
Classification level:	Social and Community Services Level 8
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Reporting to:	Board Chair
Date Approved:	17th June 2026

POSITION SUMMARY

The Chief Executive Officer (CEO) is responsible for the overall strategic direction, growth, and success of the organisation. The CEO provides leadership, vision, and guidance to all stakeholders, ensuring that the organisation operates effectively and achieves its goals.

LEVEL OF RESPONSIBILITY

- Accountable to the Board for the implementation of strategic plans, financial oversight, staff leadership, and service delivery outcomes.
- Operates with a high degree of autonomy, making decisions within broad policy directions and legislative requirements.
- Responsible for initiating, developing, and implementing organisational systems, structures, and policies to support long-term sustainability and impact.

KEY RESPONSIBILITIES

1. Strategic Leadership:

- Develop and communicate the company's vision, mission, and strategic objectives to align all stakeholders.
 - Formulate and execute comprehensive strategies to drive growth, funding, and long-term sustainability.
 - Identify opportunities and risks.
 - Foster a culture of innovation, continuous improvement, and agility throughout the organisation.
 - Collaborate with the Board of Governance and senior staff to develop and implement policies and initiatives.
2. Financial Performance and Risk Management:
 - Oversee financial planning, budgeting, and forecasting to ensure sound financial management and performance.
 - Monitor key financial metrics and analyse financial reports to make informed decisions.
 - Manage risk and ensure compliance with all governance requirements.
 - Implement effective internal controls and risk mitigation strategies.
 - Identify and pursue opportunities for cost optimisation, revenue growth, and operational efficiency.
 3. Stakeholder Management:
 - Build and maintain strong relationships with Board members, employees, volunteers, partners, and other stakeholders.
 - Act as the primary spokesperson for the organisation, representing its interests to external parties.
 - Nurture a positive and inclusive work environment that operates on a flat structure, fostering employee development, engagement, and retention.
 - Cultivate strategic partnerships and alliances to support growth and expansion.
 4. Organisational Development:
 - Recruit, develop, and retain a high-performing team capable of achieving organisational goals and working within a flat structure.
 - Foster a culture of accountability, collaboration, and excellence across the organisation across all states and territories that KRC operates within.
 - Encourage professional development and training programs to enhance employee skills and capabilities.
 - To provide regular internal supervision to employees directly managed by the CEO.
 - To manage the performance appraisal process for all staff on an annual basis.
 5. External Relations and Public Image across all states and territories that KRC operates within:
 - Represent the organisation in public forums, events, and media interactions.
 - Build and maintain the organisation's reputation and brand image.
 - Establish and maintain effective relationships with government authorities, regulatory bodies, and community stakeholders.
 - Monitor and address issues that may impact the organisation's public image or reputation.
 - Stay updated with industry trends, emerging technologies, and best practices relevant to the organisation's business.
 - To travel intra and interstate to monitor KRC operations and to attend and present at relevant industry conferences and networking meetings.

SKILLS AND QUALIFICATIONS

- Proven experience as a CEO or in a senior leadership role within the not-for-profit, community, or human services sector.
- Demonstrated ability to lead with vision, integrity, and a commitment to community wellbeing and social impact.
- Strong strategic thinking and planning capabilities, with a history of successfully driving organisational growth and sustainability.
- Sound financial management skills, including budgeting, funding compliance, and reporting.
- Experience working with or reporting to a Board of Governance.
- Outstanding interpersonal and communication skills, with the ability to build and maintain relationships across diverse stakeholders including staff, volunteers, funders, community members, and government and non-government agencies.
- Experience in overseeing training programs or community workshops is highly desirable.
- High level of adaptability, emotional intelligence, and capacity to manage competing priorities in a dynamic environment.
- Knowledge of relevant legislation, risk management, and ethical governance practices.
- Qualifications in community services, management, business, education/training, or a related field are desirable.

WORKING ENVIRONMENT

Kentish Regional Clinic Incorporated currently deliver the following programs.

- CORES (Community Owned Response to Eliminating Suicide) Australia: Suicide Prevention training (Accredited by Suicide Prevention Australia), Self-Care and Mental Wellbeing workshops Level 1 and 2, Understanding Loss and Grief, Understanding Mental Wellbeing for Effective Communication and LGBTIQ+ Professional Development
- LGBTIQ+ Professional Development
- Bi+ Australia
- HIPPY Kentish (Home Interaction Program for Parents and Youngsters)

OBLIGATIONS OF POSITION

Code of Conduct

Our Code of Conduct and Child Safe Code of Conduct sets out the core values and operating principles of Kentish Regional Clinic (KRC). All employees must abide by our Code of Conduct.

Workplace Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with our workplace health and safety policies and procedures. All hazards and incidents are to be recorded in a register and, insofar as is practicable, rectified and documented.

Performance Review:

A performance appraisal will be conducted on an annual basis.

SIGNATURES

Signed for and on behalf of KRC:

Name: Katie Notley Signature: _____

Position: Board Chair Date: _____

Signed by the Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: _____ Signature: _____

Position: _____ Date: _____