

Position Summary

Position Title	Executive Director - Finance and Corporate Services
Program	Executive Office
Enterprise Agreement	N/A – Common Law
Reports To	Chief Executive Officer
Ordinary Location	23 Lennox Street, Richmond, VIC
Immunisation Requirements	Category C

Organisation Profile

North Richmond Community Health (NRCH) is more than a health service — it is a trusted provider, advocate, and service leader working alongside the community to create lasting change.

For over 50 years, NRCH has delivered inclusive and affordable healthcare for people experiencing significant health and social inequities, maintaining a strong connection to the diverse and resilient community of the North Richmond Housing Estate on Wurundjeri land.

NRCH's approach is grounded in four **Ways of Working**:

- 1. Social Determinants of Health:** Care is designed with recognition that health is shaped by broader social and life conditions, including housing, income, culture, and environment. Services respond to these realities rather than treat health in isolation.
- 2. Relationships:** The quality of relationships underpins the quality of care. Trust, continuity, and genuine connection with clients, colleagues, and partners are central to effective service delivery.
- 3. Evidence and Innovation:** Practice is informed by evidence, critical reflection, and ongoing evaluation. Approaches are tested, adapted, and refined based on what demonstrates measurable impact.
- 4. Place-Based Solutions:** Services are developed in response to the strengths, needs, and knowledge of the North Richmond community, with local context informing design, delivery, and decision-making.

www.nrch.com.au

The Role and Purpose

This role contributes to addressing health inequity through the delivery of accessible, high-quality services and effective organisational leadership. Regardless of function, all roles at NRCH contribute to care that is equitable, services that are accessible, and improved outcomes for the community.

This executive-level leadership role requires advanced adaptive leadership capability, demonstrated strong financial expertise, demonstrated ability in thought leadership, ability to turn strategic concepts into executable plans and a demonstrated ability to use data to drive decision making. Reporting directly to the Chief Executive Officer (CEO), the role is a key member of the executive team and contributes to the organisation's overall strategic direction, governance, and operational performance.

The incumbent will demonstrate established capability in analysing and anticipating the future operating environment, applying sound financial and corporate governance knowledge, and leading the organisation through periods of change while maintaining operational resilience. The role requires reflective and thoughtful, values-led leadership, using experience, evidence, and data to inform decision-making in a complex and evolving health environment.

The incumbent will role model the organisation's values and provide high-quality, visible leadership to all staff, ensuring all internal and external accountabilities relating to the organisation's finances, data, systems, information technology, facilities, and risk management are met in a timely manner and to a high standard.

NRCH operates within an environment that values innovation, equity, inclusivity, and respectful relationships. These principles provide a strong foundation for the role's direct working relationships with the CEO, the NRCH Board of Directors, Board Committees, and the Executive Management Team, supporting NRCH's ongoing sustainability, resilience, and strategic direction.

From time to time, the role is likely to provide an opportunity to act in the CEO position.

All roles at NRCH contribute to health equity outcomes.

Who You Will Work With and Report To

This role works under the leadership of: Chief Executive Officer

This role works alongside: the Chief People Officer and the Executive Director – Community Health Services

Key Responsibilities — What You Will Be Trusted With

The EDFCS provides Executive leadership to the following functions

- Facilities and Procurement
- Finance
- Information and Communications Technology (ICT)
- Data and Reporting
- Administration

Strategic Leadership

- Leadership: ability to lead the organisation within an adaptive leadership style
- Vision: analyse and anticipate the changing external environment, and develop and implement strategies which contribute to the ongoing sustainability of NRCH
- Relationships: as a member of the executive team, actively engages in critical thinking, reflective discussion, and constructively challenges assumptions to support informed and strategic decision-making. Supports and upholds Executive Team decisions, demonstrating shared accountability and presenting a unified leadership position to all stakeholders
- Departments: manage the day-to-day operations, ensuring the Finance, ICT, Facilities & Procurement and Administration functions deliver effective, efficient and timely support to the organisation, supporting the Program Managers to determine priorities and contribute to strategic imperatives
- Health equity: Utilise historical, political, and broader social context to inform organisational direction, ensuring a Health Equity lens is applied across strategy, governance, and decision making.

Executive Financial Management

- **Strategy:** Devise actionable 3 -5-year business strategies, outlining foreseeable market changes, and project future opportunities and threats.
- **Financial acumen:** Demonstrates strong financial acumen through effective budgeting, analysis of corporate performance, and optimization of working capital to maximize business outcomes and drive sustainable growth.
- **Annual budget:** Provide leadership for the annual budgeting process, delivering realistic, sustainable and stretched financial targets that support strategic and operational objectives. Ensure budget development is conducted in accordance with agreed NRCH Financial Business Rules, principles, and governance requirements.
- **Compliance:** Provide strategic oversight of the organisation's financial management framework to ensure compliance with statutory and legislative requirements, Australian Accounting Standards, and applicable regulatory and governance obligations.
- **Business Partner:** establish a proactive Finance Business Partnering function that enables Executives and Program Managers to build financial literacy to confidently manage budgets, understand financial performance, evaluate opportunities, identify financial risks, and optimise resource allocation.

Information Technology & Data Intelligence

- **Data analytics:** Leverages data analytics to identify emerging trends, forecast client behaviours and service demands, optimise organisational financial performance, and provide meaningful insights that support evidence-based decision making. Translates complex data into clear, actionable information that informs strategic planning, operational and client efficiency, whilst contributing to organisational growth.
- **IT:** Provides strategic leadership in resource allocation that ensures NRCH's digital direction remains aligned with the rapidly evolving technology landscape. Identifies and mitigates organisational risks, ie (artificial intelligence, cyber security) and enhances operational efficiency through innovative technology solutions, and drives digital initiatives that strengthen service delivery, organisational sustainability, and competitive advantage.
- **Change Management:** Leads and facilitates the successful adoption of organisational change, including new technologies and digital initiatives across NRCH through effective change management practices. Engages stakeholders throughout the change journey, fosters understanding and acceptance, ensures compliance requirements are met, and proactively identifies and mitigates risks to achieve sustainable and embraced organisational change.

Governance, risk and compliance

- **Risk:** proactively identify, assess, and mitigate organisational risks through strategic scenario planning, analytical decision-making, and alignment with the organisation's risk appetite. Lead compliance oversight to ensure adherence to regulatory requirements and optimising financial structures to maximise organisational benefit and sustainability.
- **Financial investment:** In partnership with the CEO and Executive Team, develop robust business cases and supporting documentation to inform Board of Directors (BoD) decision-making regarding strategic investments. Ensure recommendations are aligned with organisational priorities, deliver measurable value, and support the long-term strategic direction of the organisation.
- **Governance:** Contribute to the development, implementation, and continuous improvement of governance frameworks that integrate social, environmental, and corporate governance (ESG)

considerations into organisational decision-making and management processes. Support a culture of accountability, transparency, and ethical business practice.

- Report writing: Prepare and deliver timely and high-quality reports for the CEO, Executive Team, and Board of Directors, providing insight into organisational performance, emerging risks, opportunities, and service gaps. Recommend strategic initiatives, policy enhancements, and program improvements to strengthen organisational effectiveness and support informed decision-making.

Partnerships and Stakeholder management

- Ability to effectively communicate the organisation's vision, mission, values, strategic direction, and commitment to health equity to all stakeholders, inspiring alignment, trust, and support.

Delivering results; Evaluation and Research

- Create a culture of achievement, fostering on-time and on budget quality outcomes in the organisation.
- Support the implementation of NRCH Research and Evaluation Framework to support NRCH to evidence contemporary service delivery which influence positive client outcomes.

Key Selection Criteria — What You Will Bring

Qualifications	Extensive senior leadership experience underpinned by tertiary qualifications in finance and/or business (CPA/CA accreditation and Company Secretary experience will be highly regarded)
Attributes, Qualities and Skills Essential	Role specific: Demonstrated senior-level experience leading financial strategy, budgeting, forecasting, cash flow, financial performance and long-term sustainability in a complex service organisation Highly developed strategic thinking, commercial acumen and judgement, with the ability to proactively analyse complex issues and provide clear, evidence-based recommendations to the CEO, Board of Management and leadership teams. Demonstrated ability to strategically lead a diverse corporate services portfolio, including finance, ICT, facilities and asset management, procurement and contracts, data and information governance, and business support services. Proven capability to drive continuous organisational improvement through effective systems, technology, data, robust controls and contemporary business practices, delivering efficient, responsive and sustainable corporate services. Demonstrated success in working collaboratively in an Executive Team and in demonstrating Executive Leadership behaviours to improve culture and or capability, and committed to addressing health inequities.

	Three core attributes are expected across all roles at NRCH: Commitment to health equity Demonstrated understanding that health is shaped by social and structural factors beyond clinical care, and a willingness to apply this understanding in decision-making and practice. A genuine investment in relationships Proven ability to build trust with clients, colleagues, and community partners, and an understanding of how this influences outcomes. Curiosity and reflective practice Openness to feedback, capacity for critical self-reflection, and evidence of adapting practice based on insight and learning.
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Our Shared Values — What This Means for Every Role

All roles at NRCH — clinical, administrative, and executive — are grounded in our shared values. These values guide how we work with clients, each other, and our community, and are expected to be demonstrated consistently in practice.

Making a Difference

Focus on improving outcomes for the community by delivering care that is responsive to what matters to people. Work in partnership with clients, recognising their agency in shaping their own health and wellbeing, and ensuring care is informed by listening, respect, and lived experience.

Being Courageous

Approach work with curiosity and a willingness to reflect, adapt, and improve. Contribute to a learning culture through honest reflection, using evidence and outcomes to inform decisions, and committing to continuous improvement in practice.

Working Together

Build strong, respectful relationships with clients, colleagues, and partners. Recognise that trust, consistency, and genuine engagement are central to effective care and outcomes. Apply NRCH's Ways of Working in collaboration and service delivery, ensuring approaches are aligned, responsive, and grounded in shared practice.

Embracing Diversity

Support inclusion and belonging for all people. Respect different experiences and perspectives, and create environments where individuals feel safe, valued, and not judged.

Compliance Essentials

The following requirements apply to all NRCH staff:

- ✓ **Police Check:** Current National Criminal History Check required prior to employment, renewed every three years. International Police Check required if you've lived overseas in the past 10 years.

- ✓ Working With Children Check: Required if the role involves child-related work.
- ✓ Mandatory Immunisation: Evidence of required immunisations as per Victorian legislation, prior to commencement.
- ✓ Probation and Reviews: Six-month probationary period, with annual performance reviews.
- ✓ Job Demands Checklist: Acknowledgement of the physical and psychosocial demands of the role.
- ✓ Policies and Procedures: All staff follow NRCH policies including Code of Conduct, OHS, infection control, risk management, and child safety obligations.

Enquiries: peopleandculture@nrch.com.au

Job Demands Checklist

NRCH endeavours to provide a safe working environment for all staff. The table below describes the physical and psychosocial demands of this role. Applicants must review this information before applying.

Frequency Definitions		
I	Infrequent	Activity may be required very infrequently
O	Occasional	Activity required occasionally, not necessarily all shifts
F	Frequent	Activity required most shifts, up to 50% of the time
C	Constant	Activity exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A	Not Applicable	Activity not performed

Physical Demands						
Demand	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks				x	
Standing	Remain standing to perform tasks				x	
Walking	Periods of walking required				x	
Bending	Forward bending from waist		x			
Kneeling	Remaining in a kneeling position	x				
Lifting/Carrying (light)	Light lifting and carrying		x			
Lifting/Carrying (moderate)	Moderate lifting and carrying		x			
Assisted lifting	Mechanical, equipment, or person assist	x				
Climbing/Working at Heights	Ascending/descending ladders, steps					x

Pushing/Pulling	Moving objects e.g. trolleys, wheelchairs	x				
Reaching	Arms fully extended or raised above shoulder	x				
Fingers/Hands/Arms	Repetitive movements e.g. keyboarding				x	
Grasping/Fine Manipulation	Gripping, holding, clasping	x				
Driving	Operating a motor vehicle		x			

Psychosocial & Environmental Demands

Demand	Description	I	O	F	C	N/A
Distressed People	Highly emotional people e.g. grief, emergency situations			x		
Aggressive/Unpredictable People	Raised voices, swearing e.g. drug/alcohol, mental illness			x		
Distressing Situations	E.g. delivering bad news, extreme injuries		x			
Security Concerns	Concerns about safety and security performing duties		x			
Noise	Environmental noise requiring raised voice to be heard		x			
Biological Hazards	Exposure to body fluids or infectious diseases (PPE)	x				

Mandatory Employment Requirements

Police Checks: A satisfactory National Criminal History Check is required prior to employment and every three years thereafter. International Police Checks are required where the incumbent has lived overseas within the past 10 years.

Mandatory Immunisation: All staff must demonstrate evidence of mandatory immunisations prior to commencement. Requirements are determined by the risk category of the position.

Working With Children Check: Required for staff engaged in child-related work (not otherwise exempt under the Worker Screening Act 2020), prior to employment and every five years.

Declaration

I understand and have read the above Position Requirements and hereby declare that I am:

- ☒ Suitably qualified and experienced to undertake the duties described herein; and
- ☒ Physically able to undertake the duties herein described without modification.

SIGNATURE: _____ DATE: _____

EMPLOYEE NAME:
