



# Chief Executive Officer

**Reports to:** Board of Directors (Chair)

**Full Time / Part Time:** Full Time / Part Time (0.8-1.0 negotiable)



**COLORECTAL**  
Surgery

## The Business

Colorectal Surgery is a specialist colorectal surgical practice that delivers high quality clinical outcomes through the provision of cutting edge surgical treatments and a holistic suite of pre and post-operative services for patients and families.

## Purpose

The Chief Executive Officer is the face of the organisation, who will champion the organisation's purpose in building a centre of excellence for surgeons who can deliver world class clinical services to their patients. This hands-on role is designed to work with the board and through active leadership will advise and implement strategy, drive the operational management of core services and enable an exciting growth phase for the business. The CEO will actively oversee and support activities across the organisation to ensure they deliver value to the clinical and support teams and the patient community who benefit from the services provided. They will provide support and guidance to the team to shape a high performing culture, build a strong external network, establish and manage financial budgets, support the implementation of best practice governance and operational processes and implement performance metrics for analysis. Ultimately, the Chief Executive Officer will lead the organisation through improving its operational effectiveness by efficiently managing services and achieving commercial growth.

### **Key Role Outcomes**

- Achievement of strategic goals, service growth and financial performance.
- Operational needs are managed to ensure an efficient and effective organisation that meets legislative requirements. This includes all facets of the business such as financial, human resources, WH&S, marketing/PR, risk, IT, asset and infrastructure management.
- Management of quality and risk management systems to ensure consistent high quality services and effective risk management that appropriately mitigates organisational risks.
- Strong financial growth and the effective strategic management of expenditure in line with established annual budgets.
- Through the development and implementation of an innovative marketing plan, the corporate profile and source of referrals are strengthened.
- Through effective strategic leadership, the team are engaged in their work that delivers a high quality experience for patients, surgeons, and other key stakeholders.

### **Competencies**

- Customer/Stakeholder Orientation
- Strategic Thinking
- Builds Collaborative Relationships
- Epitomises Professionalism
- Achieves Results
- Drives Business Excellence
- Fosters Teamwork

### **Work, Health and Safety**

The role has the responsibility for leading workplace health and safety activities. This is inclusive of

- ensuring direct reports understand workplace health and safety requirements;
- identifying, assessing and appropriately mitigating risks;
- providing adequate WHS information, instruction, training and supervision to employees where required;
- applying procedures for dealing with incidents and emergency events; and
- maintaining appropriate workplace safety records.

### **Corporate Responsibilities/Requirements**

- Demonstrate professional workplace behaviours and commits to represent the organisation.
- Participate in both professional development opportunities and performance development processes.
- Abide by organisational policies and procedures.
- Some out of hours work will be required.
- Has, or will obtain prior to employment, a national police clearance to work with vulnerable people.

## Person Capabilities

### Skills, Experience and Knowledge

- Strong visionary, collaborative leadership skills and experience.
- Experience managing the strategy of an organisation, identifying and mitigating risks and capitalising on opportunities for growth.
- Strong financial acumen, specifically analysis and reporting with operational and budget management experience.
- Solid understanding of best practice governance principles.
- Experience developing marketing strategies to achieve commercial growth.
- Expertise in the use of social media for business development.
- Excellent computer literacy skills and general office IT infrastructure understanding.
- Strong communication and relationship management skills.
- The skill and passion to effectively lead change.
- Knowledge of the Australian health system and industry experience is desirable.

### Qualification

- Relevant tertiary qualification.

Prepared by:

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