



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

JUNE 2018

Position title:	Chief Executive Officer
Department:	Executive
Reports to:	Board of Directors
Responsible to:	Board of Directors
Date Prepared:	March 2018

JOB CONTEXT

The Organisation

Latrobe Health Services is a not for profit organisation which exists predominately to meet the health care needs of its members. Latrobe's core purpose is "*Like a friend, we guide and empower our members to take control of their health episodes now and in the future.*"

The Department

The Executive team is responsible for providing leadership to the organisation and support to the Board of Directors and its Committees.

Primary Purpose of the Position

Responsible for the attainment of Latrobe's goals and vision for the future, in accordance with the strategies, policies, procedures and performance requirements approved by the Board.

Responsible for the day-to-day operation of the business and is accountable for driving the commercial and strategic priorities as agreed with the Board.

Responsible for leading, developing and managing the organisation to achieve high performance, quality member services and a strong values based culture.

Organisational Relationships

Internal

- Board of Directors
- Executive Team
- Management Team and Staff
- Company Members

Organisational Relationships (cont...)

External

- Australian Prudential Regulation Authority
- Department of Health
- Australian Securities and Investments Commission
- Commonwealth Ombudsman
- Australian Competition and Consumer Commission
- Appointed Actuary
- External Auditor
- Maryvale Private Hospital
- Australian Regional Health Group
- Members Health Fund Alliance
- Private Healthcare Australia
- HAMBS
- Service Providers
- Policyholders

Key Result Areas

1. Strategic leadership and influence.
2. Stakeholder engagement and management.
3. Governance and Board of Directors.
4. Culture and capability development.

Duties and Responsibilities

Strategic Leadership and Influence

1. Directs and is responsible for all operations of the organisation within the established policy and in accordance with the authority delegated by the Board of Directors.
2. Leads the development of strategic planning process, overseeing the implementation, monitoring, reporting and progress of the agreed Board strategic objectives and goals, and key result areas.
3. Ensures and is responsible for the overall success, profitability, future development and growth of the organisation.
4. Keeps abreast of current trends in the private health insurance industry and current business practice, and advises the Board accordingly.
5. Plans and directs, with Board approval, all negotiations related to mergers, acquisition of new business, or sale of major assets.

Duties and Responsibilities (cont...)

Strategic Leadership and Influence (cont...)

6. Examines economic and market trends and conditions as they affect the organisation and institutes action to take full advantage of any changing circumstances.

Stakeholder Engagement and Management

7. Represents the organisation and its values and goals in its relationships with policyholders, service providers, government bodies, regulatory authorities, professional organisations and similar groups.
8. Undertakes the role of key spokesperson and projects a positive image of Latrobe and communicate goals and objectives to stakeholders and other interested and related parties.
9. Credibly represent the organisation and its objectives through media and key government, industry and professional forums.

Governance and Board of Directors

10. Initiate and lead discussions with the Board on key business issues, emerging trends, risk management challenges and improvement strategies.
11. Ensures the soundness of the organisation's financial structure by review of projections for capital expenditure and financing arrangements.
12. Ensures statutory, legal and regulatory compliance and compliance with Latrobe's policies and procedures.
13. Ensures appropriate risk management practices and policies are in place.

Culture and Capability Development

14. Builds a positive and constructive culture in the workplace in accordance with Latrobe's corporate culture.
15. Maintains and supports a high performance Executive team by attracting, retaining and developing Managers and monitors Executive's performance.
16. Maintains effective communication systems throughout the organisation.
17. Resolves problems and ensures effective conflict resolution within the organisation.
18. Reviews and approves the appointment, employment, transfer or termination of all Managers.
19. Authorises the freedom of control delegated to all staff in regard to policies, contractual agreements and expenditure.
20. Will undertake identified personal development for knowledge and skill enhancement to faithfully discharge the duties of this position.

Selection Criteria and Competencies

Qualifications

- Preferred tertiary, Post Graduate and/or Masters level qualifications in a relevant discipline.
- Qualifications and or extensive professional experience in private health insurance or related health industry, or in a large Company incorporating a high level of financial literacy, investment management and assessment, mergers and acquisitions, strategic positioning/marketing, branding and product development.

Skills and Experience

Demonstrated:

- Motivational and leadership skills with strong forward business planning and organisational skills.
- Experience in strategic and business planning and ability to execute these plans.
- Ability to drive business outcomes as leader of the Management team.
- Commitment to customer service.
- Track record of managing and implementing successful business process enhancements.
- Ability to lead, empower, develop and manage teams and assess performance.
- Commitment to inter-departmental collaboration and teamwork.
- Ability to manage matters of a sensitive nature.
- High level interpersonal and communication skills, both oral and written.
- Ability to effectively prioritise tasks to achieve set targets and goals.
- Problem solving and decision-making skills.
- Ability to be flexible in approach and adapt to changing circumstances.
- Ability to develop a clear understanding and acceptance of accountabilities.
- Knowledge of information management systems and their use.
- Understanding in the application of information technology systems as a core business process in an insurance or financial service related industry.

Expected Personal Behavioural Characteristics

- Ability to model professional conduct, maintain confidentiality and demonstrate integrity, credibility and ethical behaviour.
- Anticipates situations in the longer term and acts to create strategic opportunities and address underlying problems.

Expected Personal Behavioural Characteristics (cont...)

- Understands business trends and applies principles to areas of responsibility.
- Highly self motivated.
- Commitment to a strong, effective team environment.
- Encourages and supports others to take on new challenges and opportunities.
- Display a confident and professional approach to work and a high standard of personal presentation.



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by email to 23109@hender.com.au

Telephone enquiries are welcome and may be directed to Andrew or Gill Manser on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.