



Position Description

Position Title: Director
Team: Ballarat Community Health
Reporting Line: Accountable to: Board of Directors
Responsible for the following positions: Nil

Time Fraction

Voluntary Part Time

Term

Casual Position until October 2010, with election to a three year term possible.

Delegations

Refer to Delegations Policy

This position description is approved by:

Chief Executive Officer Signature

Date

Director - I have read, understood and accept the following position description:

Employee's Signature

Date

Organisational Context

Ballarat Community Health aims to ensure that the people of the local communities achieve the best possible health and well-being, by creating opportunities and supportive environments which empowers them to develop healthy lifestyles and prevent and manage illnesses. We strive for this through excellence in service delivery, leadership and responsiveness to the community.

Position Summary

Ballarat Community Health is governed by a Board of up to 12 Directors. The Board of Directors is responsible for the governance of Ballarat Community Health, ensuring the organisation complies with all relevant legislation and operates according to an agreed Constitution adopted by members.

The Board has a key role in steering the organisation, particularly with regards to strategy and policy development, public relations, financial and risk management, quality and compliance.

Qualifications

Previous experience working on a Board

Training in governance and/or risk management would be well regarded.

Any specialist skills, for example legal or financial training

Key Tasks and Responsibilities

Legal and Compliance

- Ensure the Board upholds the Constitution of the organisation via the powers conferred by the Constitution and the Corporations Act 2001
- Review and revise the Constitution regularly to ensure it remains appropriate to BCH
- Accept personal accountability for the proper governance of the company
- Adherence to relevant legislation and regulations as determined by various regulatory bodies e.g. WorkCover, Australian Securities and Investment Commission, Corporations Act 2001, and others
- Ensure that BCH follows the planning guidelines provided by Minister, the Treasurer, and/or the Department of Health
- Apply the Directors Code of Conduct as issued by the Public Sector Standards Commissioner

Strategy and Policy

- Develop and approve the Vision Statement and Strategic Direction of the organisation
- Determine ongoing policy and major programs in light of the Vision Statement and Strategy
- Monitor the resulting action plans to enable BCH to meet its objectives and performance targets
- Ensure the preparation of and approval annual reports, key procedures and policies
- Approve decisions related to strategic initiatives
- Review policies regularly

Accountability

- Approve and monitor the financial plans of the organisation
- Approve the budget of the organisation, and monitor its consequences
- Appointment of the CEO if required
- Responsibility for the ongoing monitoring of the CEO's performance, including termination of contract if required
- External and Internal accountability (Annual Report and Board Evaluation)

Public Relations

- Keep members informed and involved in the activities of BCH
- Represent the organisation at appropriate functions and meetings
- Represent and understand the intent of the Vision Statement
- Model the organisational values of BCH as well as the public sector values

Risk Management

- Have a thorough understanding of the critical risks the organisation faces in its activities
- Monitor and review the appropriate risk management strategies that need to be in place to manage the identified risks e.g. insurance, succession planning, internal controls
- Establish performance measures for the CEO, including KPIs that are linked to risk management
- Integrate risk management into the organisation's strategic planning process

General

- Attend meetings as required
- Other duties as directed
- Represent and promote Ballarat Community Health appropriately
- Establish and maintain a cooperative working relationship with other Board members
- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures

Quality Improvement & Risk Assessment

- Participate in the organisation's continuous quality improvement programs and activities where appropriate
- Assist with the identification and analysis of risks within the organisation

Occupational Health & Safety

- Recognise a personal responsibility to ensure the health, safety and well-being of yourself, colleagues and clients
- Report near misses and incidents promptly
- Participate in occupational health and safety activities where appropriate
- Observe any lawful instructions regarding health and safety

Personal Attributes

- Effective oral and written communication skills
- Ability to listen, analyse, think clearly and work well with others
- Tolerance of different views
- Ability to use initiative to solve problems
- Contribute to Board meetings and develop governance skills

Key Selection Criteria

Qualifications & Experience

1. Previous experience working on a Board would be well regarded
2. Previous experience in a leadership role
3. Prior knowledge and experience in Healthcare
4. Training in Governance and/or risk management

Skills & Attributes

5. Demonstrated ability to think strategically
6. Ability to read and understand financial statements
7. Demonstrated understanding of risk management, compliance and audit procedures
8. Ability to listen, analyse, think clearly and work well with others
9. Demonstrated honesty, and a track record of acting in good faith and in the best interests of an organisation

The successful applicant must obtain a National police records check, satisfactory to BCH.