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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

[Insert Organisation's Letterhead / Header]

DUTY STATEMENT

POSITION TITLE:	Chief Executive Officer (CEO)
REMUNERATION/CONDITIONS:	Aboriginal and Torres Strait Islander Health Award [MA000115]
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Board of Directors
PERFORMANCE APPRAISAL:	6-month probationary period, Performance reviews every 12 months against accountability targets jointly set by the CEO and the Board
POSITION FUNCTION:	The CEO provides visionary, strategic, cultural, and operational leadership to [service], ensuring the delivery of high-quality health and community services aligned with the organisation's mission and values. The role is responsible for overall governance, organisational performance, financial sustainability, and compliance with statutory and funding requirements. The CEO leads and supports the Board of Directors and ensures effective community consultation, strong partnerships, and culturally safe service delivery for Aboriginal communities.
MINIMUM SKILLS REQUIRED:	Relevant Tertiary Qualification in Business Administration, Health Management, Public Health, Community Services, or a related field. Extensive senior leadership experience in the Aboriginal health or community services sector is highly desirable.

POSITION SUMMARY

The CEO reports directly to the Board of Directors and holds ultimate accountability for the governance, strategic direction, and operational management of [service]. The CEO leads the Executive Leadership Team and is responsible for ensuring compliance with legislation, funding contracts, and community expectations. This role drives organisational growth, cultural safety, financial accountability, and continuous quality improvement to achieve sustainable health outcomes for Aboriginal people.

RESPONSIBILITIES

Governance and Board Consultation

- Provide effective leadership and support to the Board of Directors, ensuring clear communication and timely provision of accurate information to assist with decision-making.
- Facilitate Board meetings, strategic planning sessions, and annual general meetings, including preparation of reports, briefing papers, and presentations.
- Ensure organisational compliance with governance frameworks, policies, and regulatory obligations.
- Oversee risk management, audit processes, and implementation of Board decisions.
- Work collaboratively with the Board to review and update the organisation's constitution, policies, and strategic priorities.

Community and Cultural Leadership Responsibilities

- Foster ongoing engagement and consultation with Aboriginal communities, Elders, leaders, and stakeholders to ensure services are culturally appropriate and responsive.
- Promote cultural safety and uphold the values and traditions of the communities served by [service].
- Represent [service] at high-level community forums, government consultations, and sector meetings to advocate for Aboriginal health equity and social justice.
- Lead initiatives that empower communities and support governance structure.

Strategic and Business Development Responsibilities

- Develop, implement, and review the organisation's strategic plan in consultation with the Board, staff, and community.
- Identify and pursue new funding opportunities, partnerships, and business development initiatives to ensure long-term organisational sustainability.
- Lead high-level negotiations with government agencies, funders, partner organisations, and other stakeholders.
- Oversee financial management, including budget approval, resource allocation, and reporting to the Board and funding bodies.

- Promote innovation and continuous improvement across all programs and services.

Operational and Executive Leadership

- Lead, inspire, and manage the Executive Leadership Team and all staff to foster a positive and inclusive workplace culture.
- Ensure effective service delivery aligned with best practice, accreditation standards, and funding requirements.
- Monitor organisational performance, operational risks, and compliance frameworks.
- Champion the use of ICT, infrastructure, and systems that enhance service efficiency and data integrity.
- Uphold organisational values, confidentiality, and ethical standards at all times.

MEETINGS

- Chair Board meetings and ensure robust engagement between the Board, Executive, and community.
- Represent [service] at external stakeholder meetings, sector forums, and funding body consultations.
- Participate in community engagement events and lead high-level discussions on strategic and policy matters.
- Oversee Executive Leadership Team meetings and promote collaborative decision-making.

KEY PERFORMANCE INDICATORS

Strategic Leadership

100% of strategic plan milestones reviewed annually in collaboration with the Board.

Governance & Board Engagement

Timely preparation of Board reports and papers – submitted a minimum of 5 business days before scheduled meetings.

Financial Sustainability

Balanced annual budget maintained and approved by Board; diversification of funding with at least 1 new grant or partnership annually.

Community Consultation

At least 4 formal community engagement activities/forums per year.

Accreditation & Compliance

Organisation maintains current accreditation across all programs (e.g. RACGP, ISO, NSQHS).

Staff Leadership & Culture

Maintain annual Executive Leadership Team appraisals and facilitate 1 cultural safety and leadership retreat or event per year.

PROFESSIONAL DEVELOPMENT

Commit to ongoing professional and cultural development to enhance leadership capacity, sector knowledge, and cultural competency.

ESSENTIAL SKILLS AND EXPERIENCE

- Proven leadership and management experience at an executive level within the Aboriginal health or community services sector.
- Strong governance knowledge and experience working with Boards and regulatory bodies.
- High-level strategic planning, financial management, and business development expertise.
- Exceptional interpersonal, negotiation, and advocacy skills with a strong commitment to cultural safety and community empowerment.
- Demonstrated ability to lead change, foster teamwork, and promote a positive organisational culture.
- Excellent communication, report writing, and ICT literacy skills.
- Sound understanding of compliance frameworks, accreditation, and quality improvement processes.

MANDATORY REQUIREMENTS

- Relevant tertiary qualifications or extensive executive leadership experience.
- Current National Police Check, Working with Vulnerable People card (or equivalent Working with Children Check), and Driver's Licence.
- Commitment to Aboriginal community values and ethical leadership.

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____