



## Key Responsibilities

### Staff Leadership & Supervision

- Active involvement in leadership team meetings
- Active involvement in leadership team professional development activities
- Coordinate and manage team staff meetings
- Provide scheduled regular administrative and supportive supervision and clinical supervision as appropriate
- Monitoring of external supervision
- Development and oversight of program, individual Work Plans and individual Learning & Development Plans
- Conduct Regular Monitoring and Coaching sessions and cyclical staff performance appraisals
- Performance management of staff (in conjunction with Director)
- Individual and team professional development plans

### Financial Management

- Implement Agency financial policies and procedures and report non compliance
- Recommend to the Director income and expenditure under area of responsibility and with Program Area Budget
- Monitor and report on agreed financial KPI's within area of responsibility

### Programs and Services

- Manage and monitor program performance in line with FASA's and/or agreed targets and performance measures

### Strategic Planning

- Implement the Strategic Plan within area of responsibility
- Monitor and report on the progress of the Strategic Plan within area of responsibility
- Monitor and report on agreed Strategic Plan KPI's within area of responsibility

### HR and Recruitment

- Recommend to the Director staff appointments under area of responsibility and within the Annual Program Budget
- Manage the performance of staff within their area of responsibility and report staff underperformance to the CEO
- Implement HR policies and procedures and report non compliance

### Quality Improvement

- Develop and implement Quality Improvement systems and processes consistent with MCHS Quality Improvement Plan
- Develop, implement and monitor Team Improvement Plans
- Ensure the delivery of quality and accountable services to the community using data, client feedback, and management systems.

### Occupational Health & Safety

- Participate and contribute in OH&S activities to ensure a safe work environment for staff, clients, community and visitors.

**Qualifications/Experience**

**Essential:**

- Relevant tertiary qualification.
- Demonstrated leadership qualities.
- Demonstrated managerial and supervision experience.
- Advanced communication, interpersonal, liaison and negotiation skills.

**Desirable:**

- MCHS operational knowledge.

**Other relevant information**

- New staff will be required to undergo a Police Records Check.
- Employees are required to advise Mitchell CHS of any changes that may affect the current Police Records check status, and advise Management immediately.
- A current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Mitchell CHS Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- Professional Memberships should remain active.
- This position reports directly to the Director Clinical Aged and Disability.

**I have read this position description and understand its contents.**

Signed:.....Date:.....

Name in Print:.....

Chief Executive Officer

This position description accurately describes the essential functions assigned to this position.

Signed:.....Date:.....