

Position Description



Chief Executive Officer

Play a lead role in improving the health and wellbeing of 7 million people in rural and remote Australia through positioning rural and remote health as an essential matter for government.

Purpose of the position

Under the direction of the Board, the Chief Executive Officer (CEO) plays the lead role in

working strategically to enhance the reputation of the Alliance and to contribute to improving the health and wellbeing of people in rural and remote Australia.

Liaises with

Board/Membership/External organisations

Duties and Responsibilities

Key accountabilities

- Deliver membership value to NRHA members.
- Build strong working relationships with ministers, government departments, relevant agencies and organisations.
- Provision of timely, strategically focused reports to the board.
- Ensure delivery of effective stakeholder communications.

Advocacy

- Lead the representation of NRHA at professional meetings and public forums presenting the views of the alliance in a way that enhances its reputation.
- Support and facilitate policy development.
- Raise the profile of NRHA with relevant stakeholders.
- Oversee all media releases, expression of opinions and the issuing of policy statements to the media on behalf of the NRHA.
- Provide strategic leadership in the management of relationships to maximise the impact of NRHA's message.

Liaison and Representation

- Ensure representation of NRHA on affiliated national bodies and boards.
- Represent and communicate the interests of the NRHA to allied agencies and government organisations.
- Represent the interests of the NRHA in dealings with other organisations.

Services to Members

- Maintain the membership information.
- Coordinate the production of publications.
- Manage and coordinate website information and electronic communications.
- Manage and coordinate the NRHA's programs and policy implementation, including the National Rural Health Conference, projects, partnerships, publications, advocacy and outreach, and events.

Corporate governance and planning

- Work in collaboration with the Company Secretary to ensure timely processes, notification and corporate compliance.
- Ensure that the NRHA Strategic Plan is communicated, implemented and progress monitored.
- Provide leadership, direction and advice in the development of program, operational and financial plans.
- Ensure that the Board is informed of key risks to the organisation through the appropriate committee.
- Advise the Board, through the appropriate committee, of governance issues, any aspects of the NRHA Constitution or corporate policies referred to it by the Board.
- Ensure that the Board is provided with timely, strategically focused reports.
- Ensure compliance with and provide guidance on the Constitution.

Business Management

- Manage NRHA expenditure.
- Allocate resources within National Office in accordance with her/his own discretion and budget limitations.
- Manage sponsorship and other sources of finances.
- Employ & manage National Office staff.
- Engage in and manage contracts within delegations.
- Provide executive management of the Board and Council of the Alliance through leadership and initiatives.

Growth and Sustainability

- Build the sustainability of NRHA through securing funding to supplement membership fee income.
- Build the capacity of NRHA through a growth in membership as appropriate.

Core Competencies

- Excellent communication skills.
- History of effective collaboration.
- Senior management/executive experience at national level.
- Strong leadership capability.
- Credibility in rural and remote health sector.
- Experience in government and or policy work.
- Skilled in advocacy and political engagement.