

## Job Description and Duty Statement

<b>Position Title</b>	Executive Manager Clinical Services
<b>Organisation</b>	Boab Health Services Ltd
<b>Status of employment</b>	Full Time
<b>Hours of employment</b>	1 FTE (75 hours per fortnight)
<b>Line Manager</b>	CEO
<b>Salary</b>	Salary – Commensurate with skills and experience \$127,846 - \$140,630
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• 6 weeks Annual Leave</li> <li>• District Allowance of \$5,200 p.a. pro-rata</li> <li>• Professional Development support</li> <li>• Ability to Salary Package</li> <li>• Relocation Allowance if appropriate</li> </ul>

### About Boab Health Services

Boab Health Services Ltd is a Not-for-Profit primary health care organisation servicing the Kimberley region of Western Australia. Boab Health Services delivers allied health and mental health services from centres in Broome and Kununurra, with outreach to the wider communities in the Kimberley.

### Position Details

As the Clinical lead, this position will report directly to the Chief Executive Officer (CEO) and work closely with the CEO and Executive Management Team in the day-to-day management of the organization.

The core responsibilities of this position will encompass oversight of the clinical governance of the company, and the interface of the clinical operations with the financial operations.

As a member of the Executive Management Team, this position will assist the CEO by providing sound clinical advice on day-to-day operations (both current and new) as well as management of clinical resources, both human and other. Other responsibilities will include opportunity analysis, new business integration, and systems management and integration.

WORKING CLOSELY WITH THE CEO, THE CLINICAL MANAGER WILL:

- Actively foster a positive organisational culture, focussed on our staff, clients and our community
- Facilitate a team approach within the Executive Management Team, respectful of the skills, knowledge and experience of other managers
- Provide strong leadership qualities, being consistent, timely and clear in communicating changes within the team and organisation
- Step up to provide leadership in the absence of other staff including the CEO and other Executive Managers

# Job Description

## Leadership

- Provides the CEO, Executive Management Team and the Board of Directors with timely and insightful strategic analysis, advice and reporting to facilitate informed clinical planning and related decision making
- Provides strategic leadership for the development and delivery of clinical services aligned with the organisation's core business of providing Primary Health Care services to people of the Kimberley region of Western Australia
- Represents the organisation and advocates for the broader primary health care sector as a senior leader
- Leads the organisation's input to regional clinical commissioning
- Contributes to decision making and provides input to and advice on matters that have a whole-of-organisation impact
- Actively contributes towards achieving Boab Health's Vision and its Strategic Objectives

## Clinical Governance:

- Leads the Clinical Governance of the organisation from conceptual framework to operational decision-making
- Fosters an understanding of, and commitment to, Clinical Governance by both clinical and non-clinical staff and effectively engages people across the organisation
- Manages the Clinical Operations, via the Regional Manager(s), to ensure delivered services are maximised within budget parameters
- Provides clinical guidance to staff in accordance with evidence-based practice
- Directly manages Regional Manager(s) and provides management oversight for Team Leaders
- Oversees the clinical data systems and their continual integration into a single system
- Manages contract compliance for clinical service delivery contracts
- Supports Regional Manager(s) and Team Leaders to manage day-to-day relationships with clinic staff and access to third party owned clinics and systems
- Works with health and training partners to facilitate student placements and nurture positive outcomes from training and development investments in the region

## Business Interface:

- Builds the integration of clinical systems into the broader business systems, especially in relation to billing for clinical services
- Supports the CEO and company accountant to develop annual program budgets for funding agreements and 6 and 12 monthly acquittal reports as per funding requirements
- Monitors staff productivity and works toward optimising revenue from varied sources
- Works effectively with corporate team members to implement remedial action in relation to debtors to ensure sustainability
- Contributes to continual improvements in, and integration of, systems and processes
- In conjunction with the Executive Team, monitors the budget and cash flow of the organisation and makes decisions accordingly, with regard for whole-of-organisation impacts

## All staff members working at Boab Health Services are expected to:

- comply with, and demonstrate commitment to, Health and Safety, Quality Improvement, and the company's Code of Conduct and Performance Management Framework
- deliver programs with respect for the environment
- treat all stakeholders with due respect and appropriate cultural sensitivity
- have a recent National Police Clearance certificate, a Working with Children Check (WA) and a current driver's licence.

## Selection Criteria

1. Demonstrated leadership skills with proven experience in managing clinical staff
2. Demonstrated ability to contribute effectively to an Executive Management Team
3. Experience with interpreting data to compile reports for funders
4. Working knowledge of Clinical Governance in a multi-disciplinary clinical environment
5. An understanding of contemporary health financing and the ability to apply sound business principles in the design and delivery of clinical services
6. Sound business skills, especially in relation to human resources, finances, and contracts
7. Highly developed communication and organisational skills

## Essential:

Relevant qualifications as a recognised health practitioner

## Desired:

Experience working in remote areas and/or with teams working remote from each other

FOR FURTHER INFORMATION, PLEASE CONTACT:

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Chief Executive Officer

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