

EXECUTIVE LEADER ORGANISATIONAL SUPPORT

76 hours per fortnight (1.0 FTE)

Ongoing position

BCHS' Executive Leaders play a key strategic and operational role, sharing responsibility for delivering the BCHS' Strategic Plan and vision through a whole-of-organisation approach to engagement, integration, service delivery, data and performance.

The Executive Leader Organisational Support drives excellence in people management and leadership and strengthens the organisation's physical and technological capability to achieve its strategic intent. The role leads the first point of contact client services function, as well as facilities and fleet management, including oversight of all capital or infrastructure projects.

About BCHS

Bendigo Community Health Services has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Generous salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing

About the role

The Executive Leader Organisational Support is responsible for operational financial performance, and business improvement strategies for BCHS. The role leads the corporate functions driving efficiency, effectiveness and integration of systems and functions across the organisation. In addition to driving values-based culture, the role will oversee organisational approaches to quality, risk management, accreditation and compliance.

This position is a key driver of technology innovation and will ensure that all internal and external accountabilities relating to the organisation's finances, human resources, information technology, quality and risk management are met, timely and of a high standard.

This role will be required to work within a systems-based approach, working collaboratively with other community health organisations and local government to ensure a coordinated approach to service delivery. Engagement with the Departments of Health, Families, Fairness and Housing and Murray Primary Health Network (PHN) and other key stakeholders is critical to ensure our programs are aligned with regional community health priorities.

As part of the Executive Leadership team, the role will work cohesively with the Chief Executive Officer (CEO) and Executive to ensure the strategic priorities set by the Board result in sustainable high quality health services for our community. An opportunity to act in the CEO position from time to time is highly likely.

Key Selection Criteria Essential

1. **Qualifications:** Extensive senior leadership experience underpinned by tertiary qualifications in finance, business, human resources or equivalent.
2. **Leadership:** Demonstrated senior leadership experience, with the ability to lead and work collaboratively, demonstrating the values of BCHS.
3. **Strategy:** A demonstrated ability to monitor industry trends and research findings into the development and execution of strategic plans aligned with organisational objectives and priorities.
4. **Partnerships:** Excellent interpersonal skills, negotiating skills and experience in consulting, with and influencing a range of stakeholders.
5. **Collaboration & Integration:** Ability to lead cross-functional teams and foster collaboration across departments to ensure consistent integration of organisational functions.
6. **Governance:** Evidence of the ability to identify, mitigate and manage financial and corporate risk.
7. **Organisational management:**
 - Overseeing and leading the financial reporting for the organisation. This includes monthly financial reporting, payroll, budgeting, forecasting and all statutory financial reporting.
 - Experience implementing organisational wide change management strategies to support people, technology, infrastructure, quality and risk initiatives.
 - Demonstrated understanding of legislation, regulations and standards relating to a health and/or community service environment.

Probity requirements

- A current Driver's Licence
- A Police Check (paid for by BCHS)
- Current Working with Children Check or willingness to obtain

How to apply

Applications addressing the Key Selection Criteria should be emailed to recruitment@bchs.com.au by 10pm Sunday, 23 June 2024.

Further information

For further information about the role, please contact Mandy Hutchinson, Chief Executive Officer, on (03) 5406 1200.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone (03) 5406 1312 if an automatic acknowledgement has not been received.

Please note if you are shortlisted, interviews will be held between 25 June and 1 July.