



STATEMENT OF DUTIES

POSITION TITLE:	Chief Executive Officer
LOCATION:	Oatlands, with frequent intra state travel
EMPLOYMENT CONDITIONS:	Three year contract
RESPONSIBLE TO:	RAW Board

Focus of Duties:

Rural Alive and Well Inc. (RAW) is an incorporated not-for-profit organisation formed to build the resilience and capacity of individuals, families and the community to respond to challenging life experiences with a particular emphasis on mental health and wellbeing, it aims to increase the health and wellbeing of the Tasmanian rural community, to improve mental health, resilience and suicide prevention.

The Chief Executive Officer (CEO) reports to the RAW Board and is responsible for managing all aspects of RAW's operations with a focus on long term sustainability, successful implementation of agreed strategic direction and operation objectives.

The CEO is accountable to the Board for the management and leadership of the RAW team and their day to day operations, strategy and policy development, culture and team building, finance and budgeting, risk, governance, key stakeholder and strategic relationships, business development including identification of funding opportunities, marketing and public relations and resource allocation.

Duties:

Leadership and Governance

Lead the development of organisational strategy and policy and, on delegation from the Board, work to implement RAW's mission, values, vision and short and long term goals.

Manage the continued operation and development of the RAW Outreach program, the Business team, the RAW training arm and related projects and initiatives. Ensure all programs are of high quality, safe and promote ongoing excellence in program delivery.

Manage and lead the people employed by RAW, ensuring they work in a safe, professional and positive work environment and are trained and developed to continue to achieve excellent outcomes.

Ensure that on ground service meet the expectations of clients, are delivered professionally and safely and that staff are supported to achieve the best possible outcomes for their clients.

Lead the budget and financial management of RAW ensuring all programs and activities are delivered in accordance with agreed budget parameters. Undertake the establishment of budgets and related annual business plans and key performance indicators. Report regularly to the Board on finance performance and related resource allocation strategies.

Develop strategies to optimise utilisation of physical assets including optimal utilisation of the RAW vehicle fleet.

Ensure compliance with legal and regulatory obligations and identify and respond to key risks in accordance with the Board's risk framework.

Work collaboratively with the Board, its President and Directors in setting and monitoring strategic direction and operation performance. Ensure programs are appropriately evaluated and provide regular reports the Board on performance, risks and opportunities.

Manage and engage key stakeholders ensuring the development of collaborative partnerships that assist in supporting RAW's client base. Position RAW to continue to lead in the delivery of services to people in rural and remote parts of Tasmania.

Fundraising and Communications

Actively explore and lead revenue generating and fundraising activities to support existing programs and continued growth.

Continually improve all aspects of communication to enhance the RAW brand and profile and communicate the market outcomes and impact to build upon a strong professional reputation.

Promote development of RAW's programs through consultation with community and stakeholder groups including people with a lived experience in suicide.

Business Development and Growth

Identify opportunities for business development through strategic business planning and related activities. Manage implementation and evaluation of agreed initiatives.

Create partnerships and networks with funders, and political and community leaders to achieve business development and sustainability.

Scope of Work Performed

The CEO reports to the RAW Board and is expected to work collaboratively with the President and Board in achieving agreed outcomes.

While reporting to the Board the CEO is expected to work with considerable autonomy, displaying a high level of professional judgement and initiative.

The CEO will provide strategic leadership and direction, drive positive change across the organisation and work constructively and collaboratively with key stakeholder groups.

The CEO will represent RAW in a number of forums through the community and at Federal and State government levels.

The CEO will work actively to promote community awareness of RAW and issue relating to mental health and suicide prevention.

Selection Criteria

Demonstrated high-level management and business skills including an ability to manage financial, human and physical resources, to monitor and improve performance, and to apply contemporary management techniques to all aspects of the organisation while working constructively with the Board, Senior Management team, staff and stakeholders.

An ability to provide strong leadership across all aspects of RAW's operations with a focus on the development of a positive organisational culture and the development of high achieving teams.

High-level written and verbal communication skills, excellent interpersonal skills and an ability to negotiate persuasively and to effectively represent RAW internally and externally. An ability to work collaboratively with a wide range of interested parties and to develop strong and supportive networks.

Demonstrable skills in strategy and policy development including a strong understanding of the environment within which RAW operates and an ability to recommend strategy at Board level and to implement agreed strategic direction.

A strong understanding of the context within which RAW provides its services including issues relating to mental health and suicide prevention in rural and remote communities and an ability to ensure that service deliver is of high quality, safe and meets the needs of people in rural and remote communities.

Desirably the CEO will possess relevant professional and tertiary qualifications or extensive experience in health, human services or related fields.

Essential Qualifications

Current national police check.

Current drivers licence.

Capacity to travel intrastate and interstate as required.

Work Environment

RAW Policies

It is a requirement of this position for employees to be familiar with and comply with the policies and procedures of RAW.

Workplace Diversity

RAW is committed to valuing and respecting each other as colleagues and peers. We value the fact that individuals bring different ideas, skills and backgrounds to their work in this organisation, and we recognise that people have different needs and aspirations. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect.

We do not tolerate discrimination, harassment or bullying in the workplace.

Occupational Health and Safety

RAW is a smoke free work environment. Smoking is prohibited in all workplaces including vehicles.

RAW is committed to high standards of performance in respect to occupational health and safety. All employees are expected to participate in maintaining safe working conditions and practices.

All employees are required to comply with the *Workplace Health and Safety Act 1995*, section 16 "Duties of Employees". The *Workplace Health and Safety Act 1995* can be found at, <http://www.thelaw.tas.gov.au>