

Position Description

Position:	Chief Executive Officer
Salary:	Attractively remunerated with access to salary packaging arrangements and a motor vehicle
Conditions of service:	Based on the General Practice Tasmania Network Enterprise Agreement 2009-11 The occupant will have access to generous salary packaging arrangements within a flexible working environment
Status:	Contract – 3 years
Length of position:	To 31 December 2014 (subject to ongoing funding from the Australian Government Department of Health and Ageing)

Organisational Information

Tasmania Medicare Local has been established to improve the statewide and regional health outcomes of the Tasmanian Community by:

- Identifying and responding to the Primary Health Care needs of the Tasmanian Community;
- Supporting and enhancing the lead role of General Practice and other Primary Health Care Providers in delivering services;
- Promoting the integration and coordination of Primary Health Care Services across the Tasmanian health care system;
- Contributing to and providing informed advice on Tasmanian Primary Health Care policy, service planning, education, training and research; and
- Facilitating national and state Primary Health Care initiatives and programs

Key Functions

- To lead and co-ordinate the implementation of the purpose of Medicare Local Tasmania Limited and advance the development of the Tasmanian Medicare Local as required under the Medicare Local Tasmania Agreement with DoHA.
- To develop strategic alliances with key stakeholders to produce tangible benefits for Medicare Local Tasmania Limited and its members

- To co-ordinate the delivery of initiatives throughout the three branches, working closely with the Statewide Executive Team (SET)
- To provide timely strategic and reporting information to the Board of Tasmania Medicare Local Limited and implement its decisions in accordance with policies and procedures and funding with guidance where relevant
- To demonstrate high level leadership in the areas of strategic planning, development of alliances, advocacy, people management, financial and administrative management to achieve maximum effective use of available resources.

Primary Tasks

- Maintain and develop the TML role as a leader in primary health care policy and service planning in Tasmania.
- Provide quality leadership to the TML staff; and ensure the organisation's resources are managed properly with contractual obligations.
- Provide high-level policy options and discussions for consideration by the TML Board.
- Maintain existing, and develop new strategic alliances with other health providers to benefit the health outcomes of Tasmanians.
- Ensure communications between TML and major stakeholders are managed in an optimum way.
- Provide timely strategic and reporting information to the Board of TML and implement its decisions in accordance with good governance, with policies and procedures, and within funding guidelines.
- Provide high-level advice to the Board on media relations and communication and marketing strategies.
- Act as an entrepreneur and innovator within the strategic goals of TML.
- Facilitate the three-yearly review of the Strategic Plan.
- Coordinate the preparation of the annual Business Plan.
- Ensure appropriate governance skills development is made available to the Board.
- Manage the organisation within the delegated level of authority.
- Ensure the maintenance of a safe working environment for all staff.

Level of Responsibility

High level of autonomy and self-direction. Responsible to the TML Board.

Selection Criteria – Skills, Knowledge and Experience

1. Significant networks in the health sector at national, state and local levels, or capacity to develop them.
2. High level of understanding of current and future issues in the primary health care sector.
3. Understanding of the demographics of the Tasmanian community and their relevance to general practice and other primary health care providers.
4. High-level policy skills.
5. Demonstrated experience in developing and implementing strategic alliances.
6. High-level management skills and experience.
7. Extensive experience in the health sector.
8. Understanding of, or experience in, workforce planning.
9. Understanding of corporate governance issues impacting on a small company limited by guarantee.
10. High-level communication skills, including capacity to liaise with professionals, professional groups, government agencies, the media, key stakeholders and the public.
11. Capacity for flexibility, innovation and change management.
12. Understanding of the environment in which a small not-for-profit company operates.
13. Relevant tertiary qualifications.

Working Environment

- Tasmania Medicare local delivers services from three administrative centres: Central Office based in Hobart delivering Medicare Local Services in the Southern Region of Tasmania and the coordination point of statewide strategic and corporate support services; the Northern Branch located in Launceston and delivering Medicare Local Services in the Northern Region of Tasmania and the North West branch located in Ulverstone and delivering Medicare local Services in the North West Region of Tasmania. Some Tasmania Medicare Local services are statewide or shared services delivered from one administrative centre on behalf of other branches.
- The location of the Chief Executive Officer is the subject of negotiation between the CEO and the Board.
- Significant intrastate and interstate travel is required.