

Title	Executive Corporate Services (ECS)
Pillar(s) of Responsibility	Corporate Governance & Financial Governance
Location	Dalby Admin
Site Responsibility	All sites
Reports to	Chief Executive Officer (CEO) as per Organisational chart

DOCUMENT PURPOSE

This Position Description (PD) and Performance Review document outlines the expectations of the Employer based on core duties of the Employee (it is not a detailed record of every task and duty). This document may be modified from time to time to ensure the PD supports the ECS to undertake their roles and responsibilities competently / confidently and efficiently / effectively. This will also ensure the Organisation's strategic goals and objectives are met.

Sections 1 to 4 list responsibilities of the Employee to create accountability and maintain optimal Organisational performance. Reference will be made specifically to this position, along with responsibilities of all Employees irrespective of their role.

Sections 3 to 5 of this document will be appraised within the first six months of employment (the qualifying period) and annually. The indicators on how the Employee will be appraised are located in the Service Plans/Activity Plans relating to this position.

KEY DOCUMENTS / AUTHORITIES:

- Strategic Plan
- Mission Statement/Vision Statement/Values
- Goondir Frameworks (Service Plans / Activity Plans);
- Goondir Organisational Chart;
- Goondir Delegations Register;
- Goondir Succession Plan;
- Certification Standards (ISO and AGPAL against RACGP Standards);
- Funding agreement compliances;
- Internal and external evaluation and reporting requirements including LogiQC, the Performance Dashboard and the National KPIs/OSR reporting frameworks and
- Any other documents / authoritative sources relating to Goondir Health Services operations.

AT COMMENCEMENT OF POSITION / INDUCTION

☐ Acknowledgement between Employee and Employer of role expectations and responsibilities

Date: _____ Staff Name & Initial: _____

Supervisor Name & Initial: _____

(Copy to be retained on personnel file)

PERFORMANCE REVIEW

Date Review Conducted: _____ ☐ Qualifying ☐ Annual Appraisal

Review Period: _____ to _____

We confirm the appraisal process including ratings and training plan developed:-

Employee Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

HR Manager Name: _____ Signature: _____

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1 **SCOPE OF POSITION (Summary / Overview of Position Requirements)**

- 1.1 The position is responsible for contributing to achieving the Organisation's goals and objectives by managing the Corporate Governance Matters of the Organisation which relates to this position. These will include matters relating to Human Resources Management, Continuous Quality Improvement, Finance, General Programs, Contracts Management (employment, partnerships, funding, projects etc) and Information Technology and ensure they operate Efficiently & Effectively by applying best practice standards. The ECS must have excellent Time/Human Resource Management, Project Management, Written/Analytical/Problem Solving & Negotiation Skills. The ECS must always demonstrate high levels of professionalism and integrity, be an innovative thinker and apply high moral and ethical standards and ensure confidentiality is maintained.

The position also requires:

- 1.2 High level of Financial and Corporate Management Nous;
- 1.3 Ability to learn, understand and apply the use of all Goondir's Operating Systems;
- 1.4 High level data analytical and interpretation skills with professional graphical presentation;
- 1.5 Effective communication skills, particularly in negotiating and leading teams to set and achieve KPIs;
- 1.6 An ability to apply cultural sensitivity and awareness in order to work with Aboriginal and Torres Strait Islander People and Communities;
- 1.7 A grounded understanding of the Organisations Mission, Vision, Values and Strategic Goals & Objectives;
- 1.8 Travel across the Goondir Service Region and elsewhere as required by Employer;
- 1.9 Being available to undertake tasks outside business hours if required;
- 1.10 May be subject to health screening test and/or drug and alcohol testing, pre-employment history checks, criminal history check;

☐ Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

2 **QUALIFICATIONS AND EXPERIENCE (Skills, Licences and Knowledge requirements of Position)**

Position Specific:

- 2.1 Minimum education to Degree or Minimum of 10 years' experience in a Corporate Service Role;
- 2.2 A current Queensland C class open drivers' licence; and

All Employees

- 2.3 Be in possession of or eligible to obtain a Blue Card.
- 2.4 Ability to undertake training/ professional development to maintain professional knowledge and skills, as detailed in the Training and Professional Development Plan and as otherwise identified.
- 2.5 Ability to participate in Organisational in-service sessions or external professional development or workshops.
- 2.6 Adhere to all Goondir's Policies and Procedures, related Legislation, Standards and Awards and all other Authoritative Sources relating to your employment.

☐ Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

3 KEY PERFORMANCE INDICATORS (KPI's) OF THIS POSITION

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
General Duties - Corporate Management 3.1 Provide advice, guidance and direction to subordinate staff;			
3.2 Responsible for ensuring subordinate staff meet their KPI's across the following Pillars of Governance; Corporate Governance, Finance Governance & Resource Governance;			
3.3 Assist HRM in conducting Annual APAD's for relevant Staff;			
3.4 Attend all relevant meeting both internally and externally to the ECS's roles and responsibilities;			
3.5 Contribute to the development of the GAT, Annual Reports, Report Card, RASP/RAQO and any other reports relating to your role and responsibility;			
3.6 Responsible for day-to-day oversight of Goondir's General Programs and Projects;			
3.7 Contribute where possible to the ongoing improvement & development of Goondir's Systems, Processes and Tools;			
Specific Duties 3.8 Responsible for the Annual Development and ongoing monitoring and any necessary Amendments of the Annual Corporate Service Plan;			

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
3.9 Responsible for Managing the Organisation's Legal Documents such as but not limited to; • Service Level Agreements • MoUs • Funding Agreements • Employment Contracts • General Contracts and Agreements			
3.10 Responsible for oversight and Financial Viability and Sustainability of Goondir's Social Enterprise Activities;			
<u>Growth & Development</u>			
3.11 Identify and establish potential partnerships;			
3.12 Identify and submit funding applications;			
3.13 Participate in networking opportunities such as but not limited to relevant Conferences, Seminars, Forums, Workshops & Representations on Committee;			
3.14 Contribute to Quality Improvement Initiatives which improve Goondir's Systems, Processes and Tools;			
3.15 Undertake Further Education & Training that benefits the employee and Goondir;			

☐ Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

4 RESPONSIBILITIES / KEY PERFORMANCE INDICATORS FOR ALL EMPLOYEES

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
4.1 Confidentiality of all Service, Employee and Client information.			
4.2 Abide by Goondir's Code of Conduct & Policy and Procedures contributing to quality, safety and risk work culture			
4.3 If nominated in the Delegations Register, Succession Plan or as an Identified Leader, accountability for tasks and responsibilities			
4.4 Use and contribution to LogiQC Quality Management System (QMS) (report of closed, outstanding tasks at Appraisal)			
4.5 High standard of records management (data entry, data cleansing, archiving, reporting) to meet regulatory, standards and/ or reporting requirements and timeframes.			
4.6 Attend internal and external meetings as nominated/required and sharing of key information			
4.7 Maintain communication on key matters to your area(s) of responsibility that may have an impact on the Organisation			
4.8 Engagement with Internal and External Stakeholders, including contribution to marketing on Goondir Website / Facebook			
4.9 Contribution to local and whole team including undertaking additional duties as directed by Supervisor			

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
Work Behaviour Personal Presentation, Workplace Cleanliness, Punctuality, Respect, Productivity, Dependability, Attendance (run absenteeism report)			

☐ Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

5 PROFESSIONAL DEVELOPMENT PLAN AND/OR ACTION PLAN

Knowledge / Skill / Training or Action Required	Training Provider or Actioning Officer	Cost (include itemised course fees, travel & accommodation)	Date Scheduled (HRM adds to LogiQC training register)	Training Completed (Yes/No)
Does the PD require any changes? ☐ No ☐ YES (highlighted above)				

Additional comments (if any, include commendations)
Employee:
Supervisor:
General Comments:

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