Title:	Chief Executive Officer
Classification:	Executive
Location:	Brisbane
Status:	Full Time
Reports to:	Chair of the Board of Directors

The Organisation

CheckUP is an independent not-for-profit organisation dedicated to creating healthier communities and reducing health inequities.

We believe that every person, regardless of who they are or where they live has the right to access healthcare closer to where they live.

We design and facilitate the delivery of efficient and effective healthcare solutions close to home for those who need it most. As experts in made-to-order health programs, we connect the right people and organisations to deliver a range of innovative healthcare services for hard-to-reach individuals and communities. Our services and initiatives support people living in rural and remote geographical areas as well as those with poor access due to social or economic barriers.

CheckUP has a set of core organisational values which are modelled in all our interactions:

- *Excellence* – We are solutions focused and results driven to meet the needs of our customers.
- *Collaboration* – We are proactive in building long term, mutual and respectful partnerships with external organizations
- *Innovation* – We are forward thinking; we embrace change and seize opportunity
- *Integrity* – We are transparent and honest in our actions and invest in socially responsible solutions.
- *Compassion* – We act with care and consideration in all our interactions; everyone matters.

Purpose of the Position

The primary purpose of the Chief Executive Officer position is to:

The Chief Executive Officer is the executive leader of CheckUP Australia

The role is responsible for the strategic and operational leadership and management of CheckUP's knowledge, financial, organisational and human resources as well as the growth, diversification, and long-term sustainability of its services and revenue streams.

In summary the primary functions of the role are as follows:

- Translation of the strategic vision of the Board into operational outcomes and success for the organisation, its members, employees and stakeholders.

- Creation of a flexible, dynamic and sustainable organisation responsive to the changes in the primary health care policy environment and the industry sector in which it operates.

- Collaboration with and engagement of partners, stakeholders, members and employees in a shared vision for primary health care and general practice in Queensland and Australia.

- Leadership and vision regarding the development, innovation and change required for primary health care (including general practice) policy, infrastructure, and service delivery in Queensland and Australia.

Position Responsibilities

1. Provide leadership and vision regarding strategy, innovation and the future development of general practice and primary health care at State and National level.

2. Position CheckUP as:

   a) an influential organisation in Queensland for general practice and primary health care by creating significant policy, business, community and membership collaborations, relationships and partnerships.
   b) as a recognised leader and trusted partner in health system innovation, influencing State and Federal agendas.

3. Transform the strategic vision of the Board into operational outcomes and success for the organisation, its members, employees and stakeholders.
4. Drive strategic business development and diversification opportunities, ensuring CheckUP remains innovative and competitive in the health services sector. Ensure robust and diversified income streams through government, commercial, and partnership opportunities to safeguard the organisation's future.
5. Identify opportunities to expand CheckUP's reach and influence across Queensland and nationally, with a focus on underserved communities and emerging health priorities.

6. Lead and manage the organisation's primary relationship with its Board by ensuring that:
    a. timely and strategic advice, impact assessments, risk appraisals, reports and business proposals are provided to the Board on significant strategies and operational issues.
    b. effective governance structures for managing financial, legal and risk issues are implemented and rigorously reviewed; and
       c) highly ethical and professional working relationships and communications are always maintained.

7. Lead, manage and plan CheckUP's knowledge, financial, organisational and human resources for the achievement of the organisation's strategic intent.

8. Create flexibility and responsiveness in the organisational capacity of CheckUP to enable adaption and sustainability in complex and dynamic policy and business State and National environments.

Selection Criteria

Provide evidence of experience and knowledge in the following

1. Highly developed visionary and strategic leadership qualities as demonstrated by:

    a. capacity to inspire belief and create shared vision in relation to policy reform and innovation at a State and national level; and

    b. significant achievements in transforming organisations and their businesses or operations.

2. Extensive experience and knowledge in leading not for profit, Board driven, membership organisations.

3. Expert knowledge and experience of the primary health care (including the general practice), policy environment and service sector in Queensland and Australia.

4. Outstanding relationship skills in managing, influencing and negotiating within a large State and National stakeholder environment where there is diversity and complexity of viewpoints, priorities and interests.

5. Demonstrated knowledge and experience in strategically developing and planning the resource potential and systems of organisations to meet future and emerging business or strategic goals.

6. Highly effective people and relationship management skills with the capacity to lead and introduce policy, business or organisational change and create a network or workplace culture based on shared vision and values, innovation, and improvement.

7. Expert knowledge in managing effective governance structures and processes for mitigating financial, legal and other risk issues for large membership-based organisations.

8. Demonstrated track record in business development, organisational growth, or diversification of funding streams.

9. Proven ability to lead organisations through market change, competition, and sector reform.

10. Commercial acumen with experience in negotiating major partnerships, contracts, or service agreements.

Core Competencies

Professional Expertise

Visionary Leadership
Articulates future scenarios in terms of alternatives for change. Develops and articulates vision as developed by the Board. Encourages and supports others to share the vision. Identifies and incorporates innovative concepts and methods into strategic decision making.

Organisational Mission setting
With the Board, facilitates mission development including the identification and articulation of the content, purpose and value of mission statement. Communicates and translates the mission into the operational sphere for working with all stakeholders, employees, members and clients.

Change Agent
Assesses change or innovation strategies and impacts for the organisation and the policy environment. With the Board, decides on change/innovation strategies and actions for the organisation and policy environment. Builds organisational capacity to manage and adapt to change or innovation. Determines and models when and how to include risk taking in strategic actions.

Policy and Business Environment

Significant understanding of the regional, State and Federal policy environment in which the organisation operates. Analyses and articulates responses and impact assessments to changes in the policy environment. Develops innovative ideas and solutions to complex policy issues. Provides advice to the Board for strategic assessment and decision.

Judgment and Problem Solving

Anticipates identifies and analyses major organisational problems concerning the vision and strategic direction, resourcing, risk management and liability of the organisation. Develops solutions consistent with the organisation's values and in co-operation with the Board or senior staff. Delegates implementation responsibility and monitors the solution to ensure effectiveness.

Member and Stakeholder Relationships

Directs and influences the development and maintenance of key strategic relationships, collaborations and partnerships for the organisation. The quality of relationships with members and stakeholders generates significant outcomes for the organisation and primary health care.

Communication

Directs a major work unit, including managing a senior management team to achieve the organisation's objectives. Negotiates significant agreements or contracts that are of importance to the organisation. Communicates and relates to the Board. Negotiates and consults with significant stakeholders and members. Leads discussions and presentations on State and national policy issues.

Writing Skills

Develops comprehensive strategic plans and reports across complex program and organisational issues. May work in collaboration with others or utilise delegation of some tasks. Ensures buy-in from relevant internal and external stakeholders through consultation and research.

Flexibility and Change Management

Promotes the development of a proactive and adaptive work culture across the organisation. Develops strategies for change directly from the organisation's mission and values. Responsible for leadership and managing whole of organisation, work units or business change management processes.

Organisation and Planning

Consults, visions, develops strategies, sets priorities, schedules work, manages time and allocates and co-ordinates the use of resources across the organisation.

Qualifications	Tertiary qualification in a relevant field to the position)
Delegations and Authority	As per approved CheckUP Delegated Authority Policy.
Other Information	• This position description details the minimum requirements to perform the duties of the position. • Some intra and interstate travel may be required. • This position may require the preferred candidate to undergo a Criminal History Records check related to the inherent requirements of the position. A criminal history does not necessarily disqualify a prospective candidate from selection. • CheckUP is a Child Safe Organisation, and if an employee is engaged in regulated employment as defined in the Working with Children (Risk Management and Screening) Act 2000 as part of their role, they will be required to have a Blue Card.
Employment Screening Required:	☒ Blue Card required ☒ Meet statutory requirements to work in Australia ☒ Criminal History Check required
Salary	As negotiated
Reporting Relationships	Reports to: Chair of the Board of Directors Direct Reports: Executive Director Corporate Services	CFO; General Manager – Health Services; General Manager – Workforce; and General Manager – Engagement & Business Development