
Chief Executive Officer Job Profile

SRXGOV004A Work effectively with board of an organisation

Elements

Identify the roles of governance and management
Facilitate the development of an effective Board
Provide detailed information for the Board to deal with the right matters
Ensure that Board decisions are implemented properly
Ensure regular communication with the Board

CHCPOL7A Manage policy development

Elements

Identify future directions in organisational services
Manage policy development
Advocate for appropriate policy development

BSBMGT605A Provide leadership across the organisation

Elements

Communicate organisational mission and goals
Influence groups and individuals
Build and support teams
Demonstrate personal and professional competence

CHCADMIN4B Manage the organisation's finances, accounts and resources

Elements

Implement budget processes
Establish and implement systems for financial management and reporting
Manage the use of funds
Develop and recommend funding options
Develop and implement resourcing proposals to meet operational needs
Monitor resource usage and performance
Manage property, equipment and stores

CHCORG13B Manage organisation's strategic and business planning

Elements

Formulate a strategic and business plan
Apply the strategic and business plan

CHCORG26A Manage a service level support agreement

Elements

Investigate partnership opportunities
Negotiate support agreement terms and conditions
Implement support agreement
Evaluate support agreement

BSBMKG603A Manage the marketing process

Elements

Formulate strategic marketing objectives
Manage marketing performance
Manage marketing personnel
Evaluate and improve strategic marketing performance

CHCORG20A Promote and represent the service

Elements

Promote community awareness of the clients, their needs and their importance
Promote the service to increase its profile in the community
Represent the service
Respond to negative publicity and perceptions, as required

PSPLEGN601A Manage compliance with legislation in the public sector

Elements

Model and encourage compliance with legislative requirements
Monitor compliance with legislative requirements

BSBMGT607A Manage knowledge and information

Elements

Obtain information relevant to business issues
Analyse information and knowledge
Take decisions on business issues identified
Disseminate information to the organisation

CHCORG12B Review organisational effectiveness

Elements

Respond to external environment
Implement continuous improvement
Refocus the organisation/service

BSBHR503A Manage performance management systems

Elements

Develop performance management systems
Implement performance management systems
Co-ordinate formal feedback processes
Co-ordinate individual/group learning development plans

CHCORG14B Manage a service organisation

Elements

Co-ordinate organisational planning
Design and implement the structures and process of the organisation
Implement evaluation processes
Enable organisation to meet legal requirements
Establish the profile of the organisation and market its services
Give direction for effective management of the organisation
Manage changes in the organisation

CHCAD4A Provide advocacy and representation

Elements

Establish the representative role and process
Participate in decision making forums
Negotiate outcomes and liaise with key people
Evaluate effectiveness of strategies

CHCORG8C Establish and manage new programs and services

Elements

Complete strategic planning activities
Manage implementation of new program and service
Establish and manage organisational and operational arrangements
Undertake appropriate evaluation and reporting

BSBMGT505A Ensure a safe workplace

Elements

Establish and maintain an Occupational Health and Safety system
Establish and maintain participative arrangements for the management of Occupational Health and Safety
Establish and maintain procedures for identifying hazards, and assessing and controlling risks
Establish and maintain a quality Occupational Health and Safety management system

BSBMGT609A Manage risk

Elements

Develop risk management plan
Implement risk management plan
Evaluate risk management plan

PSPETHIC601A Maintain and enhance confidence in community service

Elements

Model ethical leadership

Balance competing public interests

Balance competing private interests

PSPMNGT605A Manage diversity

Elements

Contribute to the development, implementation and review of a diversity strategy to maximise business unit and/or organisational effectiveness

Facilitate the development of a workforce that promotes and values diversity

Communicate with a diverse workforce