

Chief Executive Officer

Central Otago Health Services Ltd

CENTRAL OTAGO HEALTH SERVICES LTD

COHSL is the community owned, not-for-profit organisation that is responsible for providing health services to Central Otago.

COHSL Vision: To be a lead provider and educator of rural healthcare for our communities

COHSL values: Kākau Māhaki – Kindness;
Whāia te ti kahuraki – Excellence;
Whakapono – Trust;
Te Taukaea Takata - Connection

COHSL's core role is a provider of generalist medical, nursing and allied services within a rural framework. This involves services delivered within a rural hospital setting and a full suite of community-based services. COHSL will continue to lead the development and delivery of innovative services and developing revenue streams, including partnering with existing and new service providers and funders.

ROLE PURPOSE

The Chief Executive of COHSL will lead and manage all aspects of the integrated and expanding health services to achieve sustainable growth and long term financial viability. They will build a strong internal culture and reputation for COHSL as a leading provider and educator of rural healthcare and develop strategies beyond the current business.

The CEO is also accountable for day-to-day affairs, performance and management of the organisation, as well as driving appropriate performance accountability throughout the organisation.

The CEO will further develop an innovative and sustainable rural health service that is patient focused, clinically competent, safe and efficient, ensuring the service responds to the needs of the rapidly growing population of the district into the future. They will take a role in advocating for and driving excellence in rural health care provision at a regional level.

KEY RELATIONSHIPS

- All staff and the Board
- Key stakeholders including partners, customers, general practice and other community providers.
- Health New Zealand/Te Whatu Ora and Maori Health Authority
- Ministry of Health and Ministry for Disabled People
- Neighbouring and other rural healthcare providers
- Funders
- Iwi and key community influencers
- Key Suppliers

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DIRECT REPORTS

- Clinical Director
- Director of Nursing & Quality Manager
- Finance Manager
- Director Allied Health Services
- Operations Manager
- Executive Assistant & Administration Team Leader

KEY RESPONSIBILITIES

Strategy

- Provide strategic organisational and business leadership to COHSL that ensures that it maintains its reputation as a community-relevant, leading health services provider.

Executive

- Develop a capable and cohesive Executive team to lead COHSL and maintain an inclusive, supportive and strong performance-based organisation-wide culture.
- In conjunction with the Board, develop a clear, longer term strategic plan for COHSL and implement appropriate business objectives and operational plans that are consistent with the strategy and include measures of performance.
- Establish appropriate lines of control and delegate responsibilities as appropriate.

Board

- Presentation of strategic plans and annual business plans to the Board on an agreed schedule for approval.
- Regular and comprehensive reporting in a timely manner to the Board on short and longer-term business plan performance and risk management on an agreed scope and schedule.
- Promptly and fully informing the Board of any material matter that may impact COHSL and its performance, including but not limited to financial matters, staffing, resourcing, legislative change, health & safety, quality, industry trends and litigation.

Innovation & Service Delivery

- Take the opportunities offered with the Health Reforms to develop new and innovative ways to operate across traditional organisational, professional and community boundaries in order to deliver effective healthcare to the rapidly growing population within the district.

Finance and Administration

- Ensure that all contractual arrangements entered on behalf of COHSL are in its best interests and enhance its sustainability.
- Ensure the soundness and propriety of financial transactions, contractual arrangements, insurances and capital projects within the authority level set by the Board from time to time.
- Maintain an appropriate delegation of authority structure across COHSL.

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- Efficient and effective management of assets, costs and income consistent with agreed budget allocations, investments and reserving strategy, established procedures and audit/legal requirements.

Advocacy and Representation

- Ensure the ongoing maintenance of effective relationships between COHSL and its community, customers, major suppliers, industry, and relevant local and national Government agencies.
- In conjunction with senior management and the Board, be the public face of the organisation, representing COHSL to the Central Otago community and partners, in negotiations, at seminars and on official occasions.
- Take an active role in developing collegial relationship with other rural providers to progress rural healthcare practise and provision.

Human Resource Management

- Implement strategies for building and retaining an enthusiastic and customer focused team to meet COHSL's company vision and values.
- Build on the shared vision of what COHSL needs to become and develop/align and institutionalise the organisation's capability and culture with that vision.
- Ensure the development of all staff, consistent with operational policies and procedures and contemporary human resource management practices.
- Develop succession plans in consultation with the Board to ensure COHSL has the people capability to deliver to its current and future commitments.
- Ensure timely review of staff performance and provide appropriate and adequate training.

Occupational Health and Safety

- Establish appropriate occupational health and safety policies and practices that are fully consistent with relevant legislation.
- Ensure that OH&S policies and procedures are adhered to all times, and that staff are supported in their efforts to do so.

Quality and Best Practice

- Lead the provision of quality care with a focus on continuous improvement and patient safety.
- Ensure full compliance with relevant legislative requirements for COHSL and all industry and ethical standards.
- Ensure COHSL takes a leadership role in, and is constantly abreast of, the current best practice in the relevant fields and doesn't compromise.

Other Duties

Undertake any other assignments, tasks, projects or responsibilities reasonably delegated or assigned by the Chair of the Board and ensure these are completed accurately and professionally, and in a timely manner.

This update January 2023

Chief Executive Officer Central Otago Health Services Ltd



COHSL Vision and Values

*VISION - to be a lead provider and educator of rural
healthcare for our communities*

Kindness – Kākau Māhaki

Excellence – Whāia te ti kahuraki

Trust – Whakapono

Connection – Te Taukaea Takata