



Position Description

Chief Executive Officer

Functional department:	Executive Group
Reports to:	Board of Directors
Position type:	Leadership Group
Position level:	Level 0
Effective date:	August, 2021

Position purpose

The purpose of this role is to lead the Heart Foundation to ensure that the Heart Foundation delivers on its strategic priorities and objectives.

Key accountabilities

Key areas of accountability to ensure our success:

- Provides dynamic and strategic leadership across the Heart Foundation
- Ensures that the Heart Foundation meets all regulatory and fiduciary requirements, supported by appropriate internal protocols and processes.
- Leads and directs the management and staff of the Heart Foundation to achieve the organisation's strategic plan and to achieve optimum heart health in our community
- Provides advice to the NHFA Board and supports the good governance of the Company.
- Engages with current and prospective major donors (corporate, private philanthropists, Trusts and Foundations).
- Is accountable for the Heart Foundation's communication and representation with external parties including government, media, donors and supporters, other stakeholders and the general public.
- Advocates and represents the organisation nationally and internationally.

Leadership

- Models the values of the organisation to display and embeds a culture of high performance with the community at its heart.
- Adopts innovative approaches to leading the organisation to deliver on its strategy
- Leads the organisation with a vision and philosophy that is well understood, widely supported, consistently applied and effectively implemented. Agreed measures and survey results meet the Board's expectations.



- Leads the development and implementation of the Heart Foundation strategy, including impact measures, with a particular focus on heart health in our community.
- Leads the development and implementation of a culture of engagement, collaboration and high performance.
- Provides strong external leadership which helps to position the Heart Foundation as the peak body and a highly regarded expert and advocate for Cardiovascular Health.

Governance of the NHFA (Company)

- In conjunction with the Chairperson, facilitates the Board's governance, composition and committee structures.
- Displays a high level of candour in dealings with the Board.
- Advises the Board to ensure that it is appropriately informed of its governance, regulatory and compliance obligations.
- Leads the development and coordination of policies and ensures there are appropriate harmonisation, approval and communication processes in place across the organisation.
- Ensures resourcing is in place to support the work of the Board and its committees.

Organisational Management and People

- Leads and models teamwork, leadership and integration across the organisation
- Ensures the development and coordination of effective recruitment, training and retention processes to ensure the appropriate human resources are in place to achieve agreed business and policy objectives and to keep Heart Foundation staff motivated, productive and working in a safe work environment.
- Models and leads the embedding of organisational values and behaviours.
- Builds and retains a strong senior management team to face the challenges of the future and to achieve the organisation's agreed objectives.

Chief Spokesperson

- Represents the Heart Foundation externally Nationally and Internationally
- Advocates on Heart Foundation positions and policy to Federal and State and Territory Governments and other key decision or policy makers.
- Establishes and manages partnerships with key donors and supporters, stakeholders, governments and relevant NGOs



Position requirements

Skills, knowledge and experience

- Demonstrated ability to provide effective leadership of a national and/or federated organisation.
- Significant senior executive management experience with demonstrated strategic, financial, commercial and business management experience.
- Proven people management skills and the ability to manage staff remotely i.e. staff in different locations, different States and Territories and across a diverse and complex organisation.
- Sound knowledge of the not for profit sector, in particular non-government health organisations as well as fundraising in a competitive environment.
- Ability to work effectively with Boards, Board Committees, honoraries and volunteers.
- High level communication skills and an ability to work cooperatively and collaboratively to achieve organisational goals and objectives.
- Sophisticated stakeholder management skills, including the ability to lobby relevant groups as required.
- Experience in public speaking is essential, as is experience as a spokesperson for the organisation.
- Energy, enthusiasm, commitment and the ability to earn the respect and trust of colleagues.
- Tertiary qualifications in a relevant field such as medicine, public health, social sciences or business management.

Organisational competencies

Teamwork – Fosters high performing leadership and functional teams

Personal effectiveness – Leads by example in continuous professional and personal development

Drive for results – Leads organisational and functional performance to deliver the strategy

Manage Relationships – Creates strategic and productive relationships

Accountability – Holds self and others accountable for conduct, performance and impact

General requirements

Commitment to Workplace Health and Safety and compliance with Heart Foundation systems.

The flexibility to travel and/or to work after hours in support of Heart Foundation initiatives.