



**JOB TITLE** Chief Executive Officer (CEO)

**DATE** 15 August 2023

**LOCATION** Flexible. North Ryde Office, Sydney NSW

**REPORTS TO** HIMAA Board through the President

<b>JOB DESCRIPTION</b>	
<b>About the Role</b>	<p>The CEO will deliver the strategic direction and vision of HIMAA to ensure health information management is seen as a valued and valuable health profession.</p> <p>This role presents a unique opportunity to influence and strengthen the value of the health information management profession within the healthcare ecosystem, expanding HIMAA's influence, and ensuring the sustainability of the organisation into the future.</p> <p>The CEO will provide strategic, organisational, financial and advocacy leadership, and provide expert advice and operational excellence across HIMAA's functions.</p> <p>The CEO will authentically represent health information management professionals, deliver effective advocacy outcomes, and build strong, positive, and enduring state, national and international partnerships with HIMAA's stakeholders.</p> <p>The CEO will motivate members, staff, volunteers, and stakeholders to engage and actively contribute to achieve HIMAA's vision and mission.</p>
<b>Main Duties and Responsibilities</b>	<p><b>Strategic leadership</b></p> <ul style="list-style-type: none"> <li>• In partnership with the Board, develop and mature HIMAA's strategy</li> <li>• Achieve HIMAA's vision, mission, and strategic objectives through effective leadership</li> <li>• Analyse industry changes and trends, identify internal and external threats and opportunities, and provide informed advice and recommendations on emerging issues and risks of strategic importance to the Board</li> <li>• Identify and progress opportunities for innovation</li> </ul> <p><b>Organisational leadership</b></p> <ul style="list-style-type: none"> <li>• Lead, coach and support staff and volunteers to effectively implement HIMAA's strategic plan and priorities through operational plans with clear staff and volunteer accountabilities</li> <li>• Ensure the effectiveness and efficiency of all HIMAA activities</li> <li>• Manage staff including performance, succession, and capacity, ensuring staff have work plans and</li> </ul>

	<p>performance metrics aligned to the strategic and operational plans and are provided with appropriate training, development, systems, and tools for success</p> <ul style="list-style-type: none"> <li>• Lead and support a positive culture and a safe, productive work environment</li> </ul> <p><b><i>Finance, risk and governance leadership</i></b></p> <ul style="list-style-type: none"> <li>• Grow and diversify HIMAA's revenue, products and services</li> <li>• Develop and deliver an effective annual budget, ensure income and expenditure is appropriately managed, oversee cashflow management, investment, and financial reporting together with staff, the Treasurer and the Finance, Audit and Risk Management (FARM) Committee</li> <li>• Meet statutory financial reporting, record management and external audit requirements</li> <li>• Ensure full and timely compliance with all regulatory, accountability and contractual obligations including to ASQA and ACNC</li> <li>• Ensure effective risk management, mitigation and monitoring with FARM and the Board</li> <li>• Undertake Company Secretary obligations</li> <li>• Provide high level advice and support to the HIMAA President and Board</li> </ul> <p><b><i>Advocacy, stakeholder and member leadership</i></b></p> <ul style="list-style-type: none"> <li>• Actively represent the interests of HIMAA to government, relevant state departments, key health organisations and other stakeholders to advance HIMAA's goals</li> <li>• Lead HIMAA's public relations enhancing HIMAA's standing and public profile</li> <li>• Lead mutually beneficial relationships with key external bodies and partners including government, local, national, and international organisations</li> <li>• Ensure all HIMAA activities enhance the brand and reputation of HIMAA</li> <li>• Grow HIMAA membership and engagement of the sector with HIMAA</li> <li>• Ensure regular, effective communication and interaction with HIMAA members and volunteers</li> <li>• Ensure the Association provides effective support, information, and professional development for members to assist them in the practice of health information management</li> <li>• Ensure high levels of member satisfaction with HIMAA</li> </ul>
<b>SELECTION CRITERIA</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in leadership, business, health administration or health information management preferred</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience in financial and operational management including business and people operations preferably within the health, education, or association sector</li> <li>• Experience working with or part of a Board</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the role of data and information within the Australian healthcare system</li> <li>• Understanding of the education sector including tertiary and vocational education and training</li> <li>• Understanding of member association operations</li> </ul>
<b>Skills &amp; Competencies</b>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Leadership skills that enable effective performance and change management</li> </ul> <p><b>Commercial</b></p> <ul style="list-style-type: none"> <li>• Business acumen, financial management and budgeting skills commensurate with the role</li> </ul> <p><b>Decision-Making</b></p> <ul style="list-style-type: none"> <li>• Analytical and problem-solving skills to support sound decision making</li> </ul> <p><b>Relational</b></p> <ul style="list-style-type: none"> <li>• Ability to inspire, empower, and motivate others</li> <li>• Personal skills such as relationship building, networking, influencing, negotiation, conflict resolution and coaching</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Advocacy and public relation skills</li> <li>• Highly skilled and confident public speaker and presenter</li> <li>• High level written and oral communication skills and computer literacy</li> </ul> <p><b>Organisation/Time Management</b></p> <ul style="list-style-type: none"> <li>• Ability to balance and prioritise competing strategic and operational interests</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to set and achieve work goals independently</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High levels of professionalism, judgement, sensitivity, and self-awareness</li> </ul>

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by Board or the President and as necessitated by the development of this role and the development of the organisation. This role will require some interstate travel and the ability to work outside standard business hours in support of HIMAA activities.