

Position Description – Chief Executive Officer

Job Title:	Chief Executive Officer	Job Category:	Executive
Department/Group:	NZ Health IT	Job Code/ Req#:	CEO Vacancy
Location:	Home-based, virtual role	Travel Required:	Some Travel Required
Level/Salary Range:	To be determined	Position Type:	Fulltime
HR Contact:	chair@nzhit.nz	Date Posted:	1 December 2020
Will Train Applicant(s):	To be determined	Posting Expires:	18 January 2021
External Posting URL:	NZHIT Website posting		
Podcast URL:	Episode 51 - current CEO, Scott Arrol, and NZHIT Chair, Kate Reid, talk about the role		
Applications Accepted By:			
<p>EMAIL:</p> <p>Address: chair@nzhit.nz Subject Line: CEO Vacancy Attach: 1-page cover letter and copy of CV</p>			
Job Description			
<p>POSITION OVERVIEW</p> <p>NZHIT requires a leader with a real passion for the digital health sector with the skills and competencies to drive better outcomes for all New Zealander’s health and wellbeing while concurrently advancing the interests of its members.</p> <p>This executive role requires an individual who is both a strong strategic thinker and a highly effective operational manager, with a proven track record of achieving business goals and building enduring sector relationships.</p> <p>CANDIDATE REQUIREMENTS</p> <ul style="list-style-type: none"> • Highly self-motivated and a self-starter • Passionate about the potential of technology and digital enablers to improve people’s lives and healthcare delivery • Sound knowledge of the technology innovation ecosystem and the role of capital, risk and talent to create new solutions, services and platforms • Confident in presenting in front of audiences, public speaking and chairing/facilitating meetings • Able to work independently and collaboratively with a range of member business models that span from start-ups through established companies to global-scale multinationals. • Excellent team and virtual/remote management skills with a focus on integrity, respect and accountability. • Available to travel within New Zealand as required • Understands the sales process and dynamics associated with a membership organisation • Confident in contributing to NZHIT’s ongoing growth and value-proposition, identify potential new activities and benefits that could be provided and highlight current activities that could be changed, improved or ceased • Committed to excellent customer and member management 			

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- Excellent written and verbal communications skills, superb interpersonal skills with the ability to quickly build rapport with key stakeholders in the sales and membership process
- Confident in preparing Board reports and presenting these at Board meetings
- Competency in the use of Microsoft applications including Word, Excel, Powerpoint, Outlook, Teams and Planner
- Confident and capable communication including being familiar with the use of social media applications

ROLE AND RESPONSIBILITIES

- **Strategy and Leadership**
 - Work with the Chair and Board to establish the strategic direction and develop operational plans to put the strategy into action.
 - Maintain close observation of the sector to ensure the strategy remains relevant, advise the Board on any changes that maybe required and continually monitor and market-scan to ensure the operational plan is on track.
 - Provide leadership and direction to members and stakeholders – create opportunities for interaction with other key leaders in the sector in both the public and private sectors.
 - Keep this plan up-to-date and raise any areas of concern with the CEO so these can be dealt with proactively
 - Carry out all assigned administrative and operational duties
 - Responsible for systemizing the administrative and operational functions of the organisation and maintaining regular reviews to ensure continuous improvement is occurring
 - Maintain an up-to-date risk plan that identifies any potential administrative or operational functions that may be falling behind, not able to be completed or no longer necessary and recommend any associated mitigations
- **Operational Management**
 - Develop and implement the operations plan, risk plan, events plan, relationship and marketing plan
 - Where applicable, work effectively and respectfully with staff and contractors to ensure these plans are achieving the agreed outcomes
 - Identify resource requirements and manage resources as efficiently and effectively as possible
 - Sets-up realistic project plans for successful outcomes
 - Manages expectations with stakeholders
 - Deal with issues and escalations proactively
- **Event Management (and other similar membership value-add activities)**
 - Lead the planning, preparation and delivery of successful events (in-person and virtual)
 - Take the lead on facilitating events and meetings as required
 - Liaise with speakers and other event related people
 - Maintain an up-to-date record for each event to keep track of tasks to be performed and for review and re-use for other events
 - Maintain an up-to-date risk plan for each event

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- **Member Relationships and Benefits Delivery**
 - Maintains contact with members based on the member relations plan (via email, phone and in-person communications)
 - Receive and follow-up on feedback, suggestions, complaints that assist with improving the value provided to members
 - Provide regular updates to the Board this feedback and action any follow-up tasks as agreed and required
 - Grow the membership and minimise attrition levels
 - Assist members to identify opportunities both nationally and internationally
 - Foster an environment of collaboration and partnerships
 - Promote the capabilities of members to the sector and marketplace
 - Provide opportunities for access to government agencies to participate in, and influence, policy development and funding mechanisms

- **Key Stakeholder Management**
 - Deliver to any contractual obligations i.e. Ministry of Health
 - Identify opportunities for contractual relationships that can enhance NZHIT's position and provide opportunities for members
 - Participate in, and co-ordinate where required, sector related fora, interest/industry groups, advisory boards/groups (i.e. telehealth leadership group).

- **Governance and Reporting**
 - Use the tools provided to produce timely and accurate reporting
 - Communicate effectively with intended audiences
 - Provide appropriate governance and management information as required in an accurate and timely manner that covers the position's areas of responsibility
 - Highlight to the Chair and Board any areas of concern or risk that may impact on the organisation
 - Lead the Board elections and AGM processes, event and statutory reporting requirements
 - Ensure the rules of the organisation are being adhered to

- **Financial Management**
 - Be commercially astute and able to manage all areas of financial reporting, P&L operation and cashflow/banking management
 - Liaise with the finance support contractor as required on matters relating to day-to-day accounting factors
 - Invoices coded and approved up to delegated authority level
 - Ensure monthly and annual finance reports are accurate and provided to the Board in a timely manner
 - Oversee the annual audit processes that are related to end of year reporting and AGM requirements

- **Human Resources**
 - Lead the organisation's human resources as a good employer
 - Carry out performance reviews within agreed timeframes and manage any performance related matters that may arise

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- Ensure NZHIT’s objectives can be achieved by recruiting, training and managing suitable staff and/or contractors (based on the resource plan)

EXPERIENCE AND QUALIFICATIONS

- This is the key leadership role in the organisation and requires a person with a broad set of leadership and management skills and experience, particularly with proven ability to traverse between high-level leadership and grass roots daily tasks in order to deliver on NZHIT’s objectives.
- This may have been gained in a variety of industries or sectors that has required taking responsibility for specific outcomes, working autonomously, being a self-starter and being accountable for all outcomes.
- An understanding or previous experience in health and technology sector roles is valued given the sector focus for NZHIT.
- It requires a person who enjoys building relationships, growing the value proposition and applying their imagination and energy to helping NZHIT and its members to be successful.
- Specific qualifications may vary for this role with demonstrated experience and delivery on outcomes being the main measure of success.

PREFERRED SKILLS

- Excellent communication skills both written and verbal (in a virtual or in-person environment).
- Comfortable when dealing with a wide variety of people and able to clearly articulate key messages.
- Proficiency with the Microsoft suite of software tools – Outlook, Teams, Planner, Word, Excel, Powerpoint, etc (Project is not essential but is an advantage).
- Ability to plan, identify risks and opportunities; keep themselves, the Board and other staff/contractors focused on the core deliverables at any given time.
- Able to manage finite resources effectively to gain the best possible outcomes.
- Ability to work remotely and autonomously whilst keeping in regular contact with the Chair, Board and other staff/contractors.
- Presents themselves professionally and appropriately when representing the organisation, its members and stakeholders.

ADDITIONAL NOTES

- This is a ‘work from home’ role, with the ability to attend meetings and events.
- Travel will be required from time-to-time depending on the type of meeting, activity or event involved.

Reviewed By:	Kate Reid, NZHIT Chair	Date:	1 December 2020
Approved By:	NZHIT Board	Date:	1 December 2020
Last Updated By:	Kate Reid, NZHIT Chair	Date/Time:	1 December 2020