

Job Description
Chief Executive Officer

HiFlex Physio

Administration

- **Planning:** Develops short and long range plans and goals to meet organisational objectives consistent with established priorities; sets appropriate priorities of needs and resulting services to be provided; anticipates and prepares for future requirements and devises contingencies; devises realistic plans
- **Budgeting and Economic Management:** Oversees preparation of adherence to it; utilises finances, budgets, facilities, equipment, materials and products to minimise costs; actively practices cost containment.
- **Organisation of Work:** Structures work in order to avoid crisis, promotes productivity, attains cost effectiveness, and delivers work on time. Involved in this process are the tasks of allocating work, delineating responsibilities, scheduling activities, and adequately preparing for meetings and presentations.
- **Compliance:** Complies with established policies, procedures and directives; conducts department functions in accordance with applicable laws, statutes, and regulations.
- **Problem Solving and Decision-Making:** Identifies problem and acts to rectify them by employing analytical thinking and sound judgment.
- **Evaluation and Control:** Practices regular and systematic review of Centre operations to evaluate progress towards established goals; evaluates strategies employed in seeking those goals; implements remedial measures when necessary.
- **Risk (Liability) Management:** Ensures that liability risk exposures are identified and treated when proposing new programs and services; evaluates and monitors established programs and services to identify areas which need revision due to changes in operation, legislation, policies and procedures; implements changes where needed to facilitate favourable loss experience; manages employee safety program, including appropriate training and corrective action when necessary.

Interpersonal

- **Oral Communication:** Effectively communicates orally with individuals and groups, including public presentations; presents ideas in an organised, clear and concise manner, employs tact and discretion; listens well; offers appropriate feedback.

- **Written Communication:** Prepares organised, clear, concise, accurate and informative letters, memos, reports and other documents which effectively fulfil content and timeliness requirements.

- **Coordination/Collaboration:** Works well with others at various levels; keeps information flowing to the appropriate parties vertically (down as well as up) and horizontally; facilitates communication and problems solving among parties when necessary.

- **Supervisory Control:** Effectively hires, assigns, directs, controls, evaluates performance, counsels and disciplines all other functions necessary or incidental to supervision; practices compliance with employment law guidelines and mandates.

- **Leadership:** Promotes cooperation and team work among employees; establishes high standards of conduct and job performance for subordinates; maintains open communication channels; delegates work; leads by example.

- **Staff Appraisal And Development:** Provides good record of subordinate performance; reviews appraisal information with subordinates; aides subordinates in improving performance on current job; helps subordinates in setting up and implementing development plans and objectives; cross-trains employees; encourages subordinates to participate in training.

Individual

- **Effort and Initiative:** Requires little work direction; exhibits persistence an initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of department functions.

- **Professional/Technical Competence:** Realistic knowledge and competence of the fitness field and applies up-to-date technical/professional principles, practices, and standards appropriate to the functions of the organisation; acts as a resource person upon whom others can draw; professional demeanour maintained on a consistent basis.

- **Innovation:** Displays original and novel thought in creative efforts to improve on the status quo.

- **Objectivity:** Assesses issues, problems and decision situations based on the merits of the case presented; personal loyalties, biases, etc., does not influence department decisions; personnel decisions made on the basis of equal opportunity and objective job-related criteria.

- **Credibility:** Through successful performance, instils the feeling of trust and dependability.
- **Flexibility:** Adapts well to change, both internally and externally.

Leadership

- **Coaching:** Communicates a positive attitude; serves as a catalyst for action and encourages employees to try new things and to take calculated risks; provides honest feedback; minimises tension and defensiveness; creates an environment for success; teaches and guides employees rather than controls.

- **Empowering:** Creates an awareness in others of their powers and self worth; involves others and shares powers in planning and decision-making; fosters leadership in others; challenges others to assume leadership roles and provides support by allowing them to risk, fail and learn; creates an environment in which others feel ownership for results and feel comfortable to take action to achieve desired results.

- **Modelling:** Believes in service; treats all with respect and dignity and creates an atmosphere of mutual respect and trust. Serves as a catalyst for action and is a team player, believes in oneself and looks at problem as opportunities; uses powers in a positive way; keeps one's work: accepts responsibility for mistakes; insists on excellence (not perfection); communicates and reinforces by what they do - not what they say; adapts to changes as conditions and situations warrant.

- **Team Building:** Builds group cohesiveness and pride; encourages cooperation; fosters and practices good communication, recognises and rewards individuals and team accomplishments and contributions; shares success and rewards; manages conflict, which is inevitable.

- **Visioning:** Establishes and articulates a vision of what could be; looks to and plans for the future; accepts new challenges, keeps an open mind.

- **Self-Development:** Is not static; prepares for the future; has the courage to identify and address shortcomings; is committed to self-improvement manages personal stress in positive ways.