



LIFETIME SUPPORT AUTHORITY CHIEF EXECUTIVE ROLE STATEMENT

REPORTING AND WORKING RELATIONSHIPS

- Reports to the Chair of the Board of the Lifetime Support Authority
- Provides information and advice to the responsible Minister

POSITIONS REPORTING TO THIS POSITION

- The Chief Executive has responsibility for the structure of the organisation and will determine the management team when required

ORGANISATIONAL OVERVIEW

The Lifetime Support Authority is a statutory authority, governed by an independent Board of Directors, established in 2014 under the *Motor Vehicle Accidents (Lifetime Support Scheme) Act 2013* that administers the Lifetime Support Scheme. Through the Scheme, Lifetime Support Authority funds treatment, care and support to people who have sustained very serious injuries in a motor vehicle accident.

PRIMARY PURPOSE OF THE POSITION

The Chief Executive is accountable to the Lifetime Support Authority (LSA) Board of Directors for the provision of strategic leadership and management to ensure an effective and sustainable Lifetime Support Scheme (LSS), which, under the *Motor Vehicle Accidents (Lifetime Support Scheme) Act 2013*, funds lifelong treatment, care and support for people severely injured in motor vehicle accidents in South Australia. The Chief Executive is accountable for the operation of the Scheme and advice to the Minister regarding the administration, efficiency and effectiveness of the Scheme. The Chief Executive provides support and funding for programs that will provide high-quality services to participants in the Scheme and research and education in connection with services provided to participants in the Scheme. A primary function of the role is the leadership, development and growth in capacity and capability of an effective, sustainable and high performing organisation. The Chief Executive must be committed to developing a culture focussed on service excellence in the lifelong treatment, care and support of people severely injured in motor vehicle accidents in South Australia.

CORE COMPETENCIES

Consistent with the South Australian Executive Service (SAES), the Chief Executive is expected to be highly proficient in the below competencies, which articulate the core behaviours required to achieve the highest level of performance in a South Australian public sector leadership role:

Shapes Strategic Thinking and Change

- Creates vision
- Inspires
- Thinks and acts strategically
- Leads and influences change
- Solves problems

Achieves Results

- Achieves and delivers results
- Drives organisational effectiveness and operational improvement
- Exercises sound judgement
- Manages compliance with legislation and rules
- Assumes accountability
- Evaluates risks and opportunities
- Applies technical expertise

Drives Business Excellence

- Influences organisational performance
- Predicts and plans for future organisational needs
- Leads and develops people
- Builds capability and expertise
- Promotes a customer service ethos
- Directs resources and effectively manages within budget

Forges Relationships and Engages Others

- Negotiates and influences
- Manages conflict
- Promotes information sharing and the gathering of knowledge
- Establishes and maintains strategic networks
- Communicates clearly and adapts to their audience

Exemplifies Personal Drive and Professionalism

- Models the South Australian Executive Service values
- Engages with risk and shows personal courage
- Displays flexibility and resilience
- Demonstrates self-awareness and a commitment to personal development
- Promotes and integrates diversity in the workplace
- Values wellbeing for self and others

KEY RELATIONSHIPS AND INTERACTIONS

- LSA Board of Directors
- LSA management team and staff
- LSS participants and their families

External:

- Under Treasurer and Deputy Under Treasurer within the Department of Treasury and Finance
- Executives and senior management within other South Australian government departments
- Interstate motor vehicle accident support schemes
- State and national industry bodies
- Other public sector agencies and other stakeholders including service providers

KEY CHALLENGES

- Effective administration, governance, liability management and viability of the Scheme in line with all legislation in an environment of increasing demand and market pressures
- Development, implementation and monitoring of robust rules and subordinate legislation to determine eligibility and entitlements of the LSS
- Advise the Board regarding required contributions to the LSS Fund
- Responsibly and sustainably manage the provision of necessary and reasonable treatment, care and support

KEY OUTCOMES

- Support the Board to dynamically manage the assets and liabilities of the LSS to fund quality treatment, care and support services to participants and ensure a financially sustainable and affordable scheme
- Manage the resources of LSA including human, financial and physical resources, according to best practice management principles and legislative requirements leveraging external expertise where needed
- Promote an organisational culture that supports business outcomes with a empowered, collaborative and safe working environment
- Manage the risks of LSA in line with the Board's Risk Appetite Statement
- Ensure the effective and efficient exercise of the statutory responsibilities and administration of the *Motor Vehicle Accidents (Lifetime Support Scheme) Act 2013*, including:
 - the development and monitoring of the LSS Rules;
 - the determination of the annual LSS Fund financial contribution;
 - the acceptance of participants into the Scheme;
 - the provision of treatment, care and support services to participants; and
 - the development of strategic research and education initiatives.
- Establish and maintain an effective and legally sound system for the resolution of disputes related to scheme eligibility and benefits
- Ensure procurement and contract management processes for administration and provision of care services are managed and negotiated to guarantee the best outcome is achieved for LSA and motorists of South Australia
- Ensure the establishment and regular review of financial and management controls so that LSA complies with all applicable statutory and reporting responsibilities and obligations

QUALIFICATIONS

Essential:

- Tertiary qualifications in Business, Strategy, Finance or Law or equivalent work experience

Desirable:

- Post-graduate qualifications in a relevant field

TECHNICAL KNOWLEDGE / EXPERTISE

- Demonstrated experience in an executive leadership role at a Chief Executive or senior executive level
- Demonstrated strategic leadership through creation of supportive organisational culture
- Experience in high-quality service design and delivery in the lifelong care or disability sector
- Financial management, risk management and governance
- Legislative and regulatory design and legal administration
- Effective dispute resolution processes
- Investment experience is desirable
- Insurance industry experience is desirable
- Demonstrated experience in the application of the relevant legislation, policies and procedures including the Code of Ethics, EEO and cultural inclusion
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*
- An understanding of, and ability to, work and manage the spirit and principles of AS ISO 31000:2018 – Risk Management – Guidelines

EMPLOYMENT CONDITIONS

- The incumbent will be expected to work in a manner consistent with the Code of Ethics for the South Australian Public Sector

SPECIAL CONDITIONS

- Inter/intrastate travel, necessitating overnight stays will be required
- International travel may be required
- The successful applicant will be required to satisfactorily complete background screenings as required by LSA including a Working with Children Check prior to being employed and thereafter as requested by the LSA

CLASSIFICATION

- Non-SAES Executive



Certified Correct

Chair: _____ **Date:** / / **Occupant:** _____ **Date:** / /