

POSITION DESCRIPTION

Title:	Chief Executive Officer (CEO)	Location:	Abu Dhabi
Department:	N/A	Reports to:	Board of Directors
Prepared by:	CAMO	Date:	January 2011

Overall Purpose:

The Chief Executive Officer of National Ambulance (NA), in partnership with the Board, is responsible for the success of NA. Together, the board and CEO assure NA's relevance to the community, the accomplishment of NA's mission and vision, and the accountability of NA to its diverse communities and stakeholders.

The Board delegates responsibility for the management and day-to-day operations to the CEO, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The CEO provides direction and enabling to the Board as it carries out its governance functions.

Position Context

The CEO delivers on the strategic aim of NA and achieving the agreed KPIs and outcomes.

Roles and Responsibilities

- Responsible for delivering the best quality of patient care.
- Leadership while creating a positive and productive culture.
- Setting and following standards for operational excellence.
- Together with the Chief Administrative and Medical Officer hire and retain qualified staff and generally oversee company purchasing.
- Together with the Chief Operations Officer implement clinical procedure and policy.
- Safeguard required compliance with Abu Dhabi, and UAE laws and regulations as well as NA policies where applicable.
- Develop a relationship with outside organizations, including the medical community, other emergency services, and the media.
- Deliver strong financial performance.
- Together with the Chief Financial Officer, ensure the establishment of financial reporting, internal control and auditing procedures.
- Establish and maintain a company culture of leadership, ethical values and core guiding principles to achieve company objectives.
- Lead, mentor and develop the executive management team to find effective solutions to business challenges.
- Perform other appropriate duties and responsibilities as assigned by the Board and/or Board Secretary, including participation in all Board committees
- Approve the reportee's time cards by the end of every month.

Equal Employment Opportunity and Affirmative Action

Equal employment opportunity is National Ambulance policy. As the leader of the organisation, the occupant of this position should show a demonstrated understanding of, and commitment to, the implementation and further development of EEO/AA policies and principles.

QHSE and BC:

Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity Compliance and Improvement

Participate in QHSE and BC Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.

Identify and appoint reporting staff for QHSE investigations

Demonstrate viable and active leadership that engages Employees to practice QHSE applications

Professional and Academic Expertise

- Minimum education qualification required: a degree in Paramedicine.
- Tertiary qualifications preferably in business, management, finance, or equivalent
- Leadership experience from health industry and international experience, highly desirable:
Proven management skills and a demonstrated record of achievement, related to the management of human, financial, and strategic resources, in an executive position within a highly diverse organisation
- High level analytical skills, including ability to analyse requirements
- Capacity to develop and implement growth strategy, including working with a variety of stakeholders: Superior communication, consultative, interpersonal, and negotiating skills, applicable to an environment of change
- Achieve results through people: Demonstrated ability to motivate, encourage, and direct the efforts of others towards the completion of plans and achievement of determined objectives, in an environment, which provides ongoing personal development opportunities for individuals.
- Ability to communicate with cultural sensitivity, and engage stakeholders effectively to achieve positive outcomes
- Exercise of Effective Self-Management, Self-Development and Integrity:
 - Demonstrated high levels of personal integrity and ethics of management practice.
 - Demonstrated commitment to the maintenance of ongoing knowledge of contemporary management issues and practices, particularly as they relate to individual executive effectiveness.
- Innovative and creative thinker: Demonstrated ability to provide an innovative and strategic approach to service delivery and organisational improvement

Change Brief

Version No.	Date	Changes
1	January 2011	New PD
2	August 2011	Addition to band expenditure
3	October 2014	Spelling Mistakes
4	October 2016	No changes Required
5	June 2019	Due to review no changes
6	January 2020	Simplification of overall Purpose and Roles and responsibilities.
7	February 2022	due to review and aligned to the new PD template Added to roles and responsibilities: -Participation in all Board committees -Approve the reporter's timecards every month Added to Professional & Academic expertise: -Minimum qualification: degree in Paramedicine

Review & Approval:

(Chief Administrative & Medical Officer)

(Chief Financial Officer / Risk Registrar)