**Cohuna District Hospital**

**Position Description**

**Position Title:**

**Chief Executive Officer**

**Classification:** GSERP

**Responsible To:** Board of Management

**Salary and Conditions:** Fixed term, 3 year contract

Remuneration will be negotiated with the successful candidate based on relevant skills and experience

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| **ABOUT COHUNA DISTRICT HOSPITAL** |

## Located on the banks of the majestic Gunbower Creek, just 10 minutes away from the Murray River and a 45 minute drive from the historic town of Echuca, Cohuna District Hospital (CDH) provides a range of inpatient, aged care and community based services. CDH was established as a public hospital in 1952 and has 16 inpatient beds providing acute medical, surgical and obstetric care for the residents of Cohuna and the surrounding catchment area. CDH also has 16 Residential Aged Care beds and provides community and home based services such as district nursing, planned activity group (PAG), and meals on wheels in conjunction with the Shire of Gannawarra.

## CDH is funded by the Victorian Department of Health & Human Services which has allowed the hospital to diversify its services to include a mixture of bed based and community based services.  The health service also receives funding directly from the Commonwealth Department of Health & Ageing for residential aged care and community based primary services.

**Our Vision**

We are recognised for Excellence in Rural Healthcare.

**Mission Statement**

As a healthcare partner, we deliver the best of available health and wellbeing services to our community.

**Our Values**

We share and demonstrate the common values of the Victorian public health sector, for

everyone:

* Respect
* Integrity
* Teamwork
* Ethical Behaviour

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| **POSITION SUMMARY** |

## The Chief Executive Officer (CEO) is responsible for implementing the strategic direction of Cohuna District Health (CDH) as determined by the Board of Management. Lead by the CEO, CDH must maintain its reputation, meet statutory regulations and comply with the Victorian Department of Health & Human Services (DHHS) policies and procedures.

## The Chief Executive Officer:

* Is responsible for the operational management of CDH and implements decisions, resolutions and directions of the Board of Management

## Ensures that systems and processes are in place to comply with the Health Services Act 1988 and other relevant Acts and Regulations, Hospital By-Laws and all other guidelines, protocols or policies.

* Is the chief point of accountability for patient care and outcomes through effective executive leadership and management of CDH.
* Is accountable to the Board of Management for ensuring that CDH achieves a balance between efficient service delivery and high quality health outcomes, as well as the longer-term planning for improved health outcomes for the Cohuna community.
* Works to advance the objectives of the Heath service and to attain the service objectives in the Health Service Agreement and CDH’s statement of priorities
* Promotes CDH in the communities it serves

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| **WORKING RELATIONSHIPS** |

Internal:

* Board of Management
* Board Committees
* Executive team
* All Cohuna District Hospital employees
* Visiting Medical Officers
* Volunteers

External

* DHHS
* Accreditation Agencies
* Primary Care Networks
* Local Community: Community Agencies; Representatives including MP’s and Councilors
* Chief Executive Officers and Boards of neighbouring Health Services across Victoria
* Associations including: Victorian Healthcare Association and the Victorian Hospitals Industrial Association.
* Local news media

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| **KEY SELECTION CRITERIA** |

Mandatory Requirements:

KSC 1. Tertiary qualifications in Health Management with relevant postgraduate qualifications are required. A clinical background is highly desirable.

KSC 2. A proven history of executive-level leadership in the health sector that demonstrates achievements in delivering high-quality health services, achieving key performance indicators and achieving budget targets within tight fiscal constraints.

KSC 3. Excellent understanding of principles of evaluation, clinical governance and risk management in a health service as well as a sound understanding of Public Health Governance and experience working with a Board of Management.

KSC 4. Proven workforce leadership abilities including: a demonstrated capacity to motivate, engage, influence and empower employees to maximise their contribution to the health service; holding others to account and being held to account for agreed targets;

 KSC 5. Demonstrated ability to clearly communicate vision and future strategy and to ensure the vision is effectively translated into clear business goals and objectives.

KSC 6. Detailed knowledge of the Australian Health Industry and current developments in hospitals, residential aged care, primary health and community service sectors.

KSC 7. Excellent relationship management with internal and external stakeholders with an ability to develop partnerships and work in the complex governance environment of Health Services in Victoria;

KSC 8. Detailed understanding of hospital funding and service provision including standards for Accreditation and required performance levels;

 KSC 9. Understanding of the role of the Health Service in responding to community needs within a rural and regional community.

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| **OTHER SELECTION CRITERIA** |

Desirable knowledge, skills and aptitudes:

* Post-graduate qualifications in relevant study
* Executive leadership experience in a Rural Health Service
* Clinical background

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| **Key Result Area: LEADERSHIP & MANAGEMENT** |

1. **Strategic Management:**

Develop and maintain a strategic planning framework that ensures the organisation plans for the future. In partnership with the Executive team and all CDH staff, develop and maintain an organisation wide policy manual, strategic plan, business plan, quality improvement plan and risk management plan and ensure the stated objectives are achieved.

1. **General:**
* Lead and co-ordinate the interface of all clinical and non-clinical services and ensure that their activities are being directed towards the common goals of the health service and that the services are provided to the community with effectiveness, efficiency and compassion.
* Lead the implementation of employee engagement activities and manage relevant organisational change processes, ensuring compliance with enterprise bargaining agreement requirements.
* Provide strategic advice and high-level counsel to the Board of Management to support decision-making through:
* Ensuring the Agenda, Minutes and Reports of Board Meetings and Sub-Committee Meetings are prepared in time to permit their timely consideration at those forums;
* Representing the health service at local, state, national meetings and conferences as required;
* Maintaining strict confidentiality in relation to confidential matters pertaining to the health service, its clients, patients, residents and staff.

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| **Key Result Area: PERFORMANCE & QUALITY** |

* Ensure the health service operates within budget and remains financially viable, ensuring the security of all assets; as well as ensuring the health service operates within financial compliance as per Board, audit and legal requirements.
* Secure adequate funding from both Government and the community to meet the continuing need for operating and capital funds.
* Ensure quality systems are in place to guarantee the organisation maintains accreditation with the Australian Council on Healthcare Standards and The Aged Care Standards and Accreditation Agency.
* Ensure a strong culture of and commitment to safety and quality underpins health service delivery.
* Ensure risk, compliance and clinical governance frameworks operate across CDH and are linked to continuous improvements in health service delivery.

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| **Key Result Area: RELATIONSHIPS & ENGAGEMENT**  |

* Lead CDH’s engagement with the community, healthcare service providers and relevant stakeholders.
* Ensure the needs, interests and expectations of employees, the community and other stakeholders are included in health service planning.
* Encourage and foster the development of strategies to support collaboration with other health service providers and key stakeholders.
* Communicate in a transparent way with CDH staff and the community regarding clinical and financial performance, service priorities and decision-making processes.
* Ensure openness to compliments and complaints from CDH users.

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| **Key Result Area: ORGANISATIONAL CULTURE & WORKFORCE MANAGEMENT** |

* Build an organisational culture in keeping with CDH’s values through provision of management and professional leadership for CDH services, ensuring appropriate standards of service and behaviour.
* Develop teamwork through leadership, role modelling and effective communication processes.
* Facilitate the identification and development of internal talent with a focus on workforce and succession planning for a sustainable health service.
* Create an employment environment where staff members are treated fairly and equitably and are not subject to any form of discrimination, bullying or harassment.
* Provide leadership and support to direct reports, monitor their performance and ensure they receive performance improvement and professional development opportunities;