



PURPOSE:	<i>Supporting everyone to be healthy & live well.</i>
POSITION:	Chief Executive Officer (CEO)
RESPONSIBLE TO:	Board of Management
DIVISION:	Executive
CLASSIFICATION:	GSERP contract

ORGANISATION BACKGROUND

Echuca Regional Health is located approximately 180 kilometres directly north of Melbourne in the Shire of Campaspe (Victoria), adjacent to the community of Moama (Murray River Council, New South Wales). Approximately 30% of all admissions and emergency department presentations at Echuca Regional Health have NSW postcodes. Echuca-Moama is surrounded by the majestic Murray River, which provides for an area prosperous with agriculture, tourism, industry, development and new residents.

Echuca Regional Health is an integrated acute, sub-acute, residential aged care, community and primary care sub-regional health service.

Upon the completion of a \$65 million redevelopment in August 2015, Echuca Regional Health comprises 113 beds providing a comprehensive range of services including emergency, medical, surgical, maternity, sub-acute, paediatric, urology, orthopaedic, ophthalmology, dental, chemotherapy and haemodialysis services. Echuca Regional Health encompasses an aged care service, Glanville Village, which accommodates an additional 60 residential beds.

Echuca Regional Health is the largest employer in the Campaspe Shire, employing over 700 staff. The health service has an operating budget of \$71 million and returns in excess of \$44 million each year to our community in salaries, wages and purchases from local businesses. With a strong focus on increasing our capacity as a sub-Regional teaching health service, Echuca Regional Health employees are dedicated professionals who strive to deliver the best possible care to their community.

In 2015, Echuca Regional Health commenced the implementation of a world-leading health care cultural change and organisational improvement coaching program through Studer Group Australia, locally titled "CARE matters". The values driven culture at Echuca Regional Health has seen continued improvement in our People Matter Survey results indicating high employee engagement. Echuca Regional Health has recently been identified as an Outer Regional Health Service by the Department of Health & Human Services, solidifying our position as a Regional healthcare leader. The current four year Strategic Plan expires in 2018, which provides an exciting opportunity for the Chief Executive Officer to work with the community and the organization to develop a new strategic vision and strategy for the next few years.

PURPOSE OF THE ROLE

To provide executive leadership, operational management and direction towards achievement of Echuca Regional Health's Vision, Priorities, Objectives and Strategic Directions, in accordance with Governance Procedures, the Instrument of Delegation, Strategic Plan and Policies and Procedures.

POSITION SUMMARY

Under the direction of the Board of Management, the Chief Executive Officer (CEO) is responsible for implementing the strategic direction of Echuca Regional Health ensuring the organisation maintains an excellent reputation, meets statutory regulations and complies with the Victorian Department of Health & Human Services (DHHS) policies and procedures.

The CEO:

- Is responsible for the operational management of Echuca Regional Health, and implements decisions, resolutions and directions of the Board of Management.
- Inspires high levels of performance and commitment towards a shared vision and common values within the health service team and all stakeholders interacting with Echuca Regional Health.
- Ensures Echuca Regional Health observes and complies with the requirements of the appropriate Federal and State legislation, Health Service By-Laws, the directions of the DHHS and all other guidelines, protocols or policies.
- Exercises the powers delegated by the Board of Management to administer and direct as appropriate the activities of Echuca Regional Health. The function of the CEO is to manage Echuca Regional Health in accordance with the financial and business plans, strategies and budgets developed by the Board and the instructions of the Board.
- Works to advance the objectives of the Health Service and to attain the service objectives specified in the Strategic Plan and Echuca Regional Health's Statement of Priorities.
- Promotes Echuca Regional Health as a quality regional health service provider in the communities it serves.

KEY WORKING RELATIONSHIPS:

Internal:

- Board of Management
- Board Committees
- Executive Team
- Other Direct Reports
- Visiting Medical Officers
- Volunteers

External:

- Department of Health and Human Services;
- Accreditation authorities;
- Primary Care Networks;
- Local Community: Community agencies; Representatives including MPs and Councilors;
- Universities and TAFE;
- Chief Executive Officers and Boards of neighbouring Health Services and across Victoria;
- Associations including:

- Victorian Healthcare Association;
- Victorian Hospitals Industrial Association;
- Local news media.

POSITION SPECIFIC RESPONSIBILITIES:

Governance

- Develop and maintain structure and processes consistent with the principles of good governance
- Support all Board committees including Sub- Committees, Advisory Groups and Clinical Groups
- Provide regular reports, advice and analysis to the Board on Echuca Regional Health's performance and outcomes to ensure that the Board has sound, timely, transparent information which meets requirements for Echuca Regional Health's continued governance excellence
- Remain informed on relevant government policy areas, understand their relationship to health service reform, and ensure that Echuca Regional Health's activities are undertaken in accordance with these policies
- Oversee the management of Echuca Regional Health in order to achieve the objectives set out in the Strategic Plan.
- Work closely with the Board President to implement the Board's programs relative to the management of Echuca Regional Health, and in particular to ensure that clinical governance structures, policies and processes are contemporary and in accord with accreditation requirements
- Establish and maintain positive relationships and communicate effectively with the President and Board of Management

Strategic Planning

- Develop and maintain a clear understanding of the range of health services provided, service activity, models of care, clinical pathways and how services interact with other providers across the region
- Proactively manage the implementation of the Echuca Regional Health Strategic Plan and report regularly to the Board on the progress and outcomes being achieved
- Review the Strategic Plan at least annually with the Board, ensuring that the documents that support the Strategic Plan are also reviewed, including for example, the Clinical Services Plan, Operational Business Plan, etc.

Strategic Leadership

- Represent Echuca Regional Health professionally and credibly across a range of public and private forums, and negotiate persuasively with convincing rationale to progress strategic objectives
- Proactively foster and promote a positive culture of cooperation and shared vision across Echuca Regional Health which focuses on integrity, trust, innovation, flexibility and generosity
- Lead the development and implementation of the Echuca Regional Health Strategic Plan and associated plans to ensure clear strategic direction and priorities for the organisation
- Provide strategic leadership and direction for Echuca Regional Health by developing, at the direction of the Board, policies, procedures and programmes of activity that will continue to progress the Strategic Plan.
- Have the strength to lead in both popular and unpopular decisions, during periods of change and uncertainty, to achieve the long term objectives of the organisation

Operational Management

- Direct human and organisational resources to optimise activities consistent with the Strategic Plan

- Consult, communicate and collaborate with key stakeholders to develop and progress services, enabling and encouraging innovative solutions to barriers and challenges that may occur.
- Identify and promote best practice across all Echuca Regional Health activities.
- Provide effective leadership and direction for Echuca Regional Health management activities ensuring effective and efficient systems, policies, procedures and programs are in place (consistent with fund holder policies), including human resources management, OH&S, sound financial management, legislative compliance and business systems management
- Ensure that a performance development review and reporting system for all staff has been implemented in all departments and reviews are undertaken on at least an annual basis.
- Ensure that the organisational environment does not pose a threat to staff, patients, clients, visitors or contractors, and that environmental legislation is observed.
- Ensure that a healthy workplace culture is maintained and further nurtured across the entire organisation.
- Provide staff with opportunities to undertake relevant education, training and professional development.
- Maintain an appropriate organisational structure with clear delegations and accountabilities.
- Embed policies & procedures to ensure that the Echuca Regional Health adopts a Continuous Quality Improvement approach to safety and quality of patient care services; and that it retains all forms of accreditation applicable to its services, in particular the National Safety & Quality Health Service Standards (NQSHS), Aged Care and Primary Health Care Standards.
- Manage all capital works projects across the Echuca Regional Health sites in accordance with the physical resources master plan, the Board's directions and the policies and procedures of the DHHS.

Financial Accountability

- Build, manage and monitor the Echuca Regional Health operating budget with a view to ensuring financial viability and sustainability for the organisation.
- Ensure the Board is provided with sound, timely, transparent financial information which is consistent with best practice and good governance.
- Work closely with the DHHS central and regional offices with regard to financial monitoring and monthly reporting and for the satisfactory acquittal of any funding received for programs, projects and capital works.
- Develop and introduce an appropriate internal audit process, which ensures the Board of Management of policy and procedure compliance.
- Cooperate fully with the organisation's external auditing program in reporting and publishing annual returns.

ORGANISATIONAL RESPONSIBILITIES:

General:

- Positively promote Echuca Regional Health within and externally to the organisation;
- Each employee has a responsibility to comply with all Echuca Regional Health policies and procedures and familiarise themselves with those relevant to their position;
- Promote practices which comply with the policies and procedures of Echuca Regional Health and actively participate in the maintenance of relevant policies and procedures to ensure best practice;
- Maintain accurate records, statistics and reports, as required;
- Report all incidents and near misses as soon as possible after the event;
- Actively participate in Performance Appraisal processes, three months after commencement and annually thereafter.

KEY SELECTION CRITERIA

Mandatory Requirements

- KSC 1** Tertiary Qualifications in Health, Commerce or Business Management with relevant Postgraduate Qualifications and/or Technical Qualifications. Membership of a relevant Professional College/Association is also required.
- KSC 2** A proven history of executive-level leadership skills in a complex organisation that demonstrates achievement in delivering high-quality health services, achieving key performance indicators, achieving budget targets within tight fiscal constraints.
- KSC 3** Ability to negotiate, advocate and work with a wide cross section of stakeholders. An established track record that demonstrates excellent relationship management and with a high ability to work comfortably in the complex governance environment of Health Services in Victoria
- KSC 4** 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 5** Proven workforce leadership abilities including: a demonstrated capacity to motivate, engage and maximise the performance of the Executive Team; support colleagues in their contribution; holding others to account and being held to account for agreed targets; and motivating, empowering and influencing others.
- KSC 6** Demonstrated ability to clearly communicate vision and future strategy and to ensure the vision is effectively translated into clear business goals and objectives. High order strategic, analytical and innovative skills in management and health service delivery.

Desirable Attributes

- KSC 7** Detailed knowledge of the Australian Health Industry and current developments in hospitals, residential aged care, primary health and community service sectors.
- KSC 8** Demonstrated ability to meet the emerging challenges/ changes within the Public Hospital system including a deep understanding of health service funding and service provision, including standards for Accreditation.
- KSC 9** Understanding of the role of the Health Service in responding to community needs within a rural and regional community.

Echuca Regional Health Values:

Echuca Regional Health has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Principle:	Associated Behaviours:
Collaboration	<ul style="list-style-type: none">• Works with a team focus• Cooperates with others and gains input and support to assist in achieving objectives• We work with others to achieve shared goals
Accountability	<ul style="list-style-type: none">• Monitors the impact of one's own behaviour on others• Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect	<ul style="list-style-type: none">• Treats people fairly and openly• Treats people with dignity• Demonstrates personal standards of consistency, tolerance and patience
Excellence	<ul style="list-style-type: none">• Consistently supports and follows organisational policies and procedures• Actively participates in identifying opportunities to improve what we do

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Personnel File

Echuca Regional Health is an Equal Opportunity Employer