|  |  |  |
| --- | --- | --- |
| **Position Title:** | Chief Executive Officer |  |
| **Reports to:** | GV Health Board of Directors |  |
| **Department:** | Executive |  |
| **Directorate:** | Executive |  |
| **Cost centre:** | R1802 |  |
| **Code & classification:** | HS13 – For Payroll purposes only |  |
| **Performance review:** | Upon completion of probationary and qualifying period and annually or as requested |  |
| **Employment conditions:** | GSERP |  |

Goulburn Valley Health (“GV Health”) is a Regional Public Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth and additional sites in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health currently has an annual turnover of more than $278M and staff of more than 2200, and provides a range of acute, mental health, aged and primary health and community support services across the West Hume Sub Region. The main campus in Shepparton is the major acute referral site for the sub region, and is currently undergoing a $168.5M redevelopment. GV Health also has external management responsibility for Yea Memorial Health Service which has an independently appointed Board.

**OUR VISION**

Healthy communities

**OUR MISSION**

GV Health is the regional provider of health services. We will:

* Provide the highest quality care and service in the prevention, diagnosis and treatment of injury, disease and other clinical conditions;
* Support integrated health care;
* Drive innovation in healthcare provision;
* Work in partnership with others to promote healthier communities;
* Provide leadership in health care to the region;
* Provide opportunities for teaching, training and research in health care; and
* Attract health care professionals as an employer of choice.

**OUR VALUES**

|  |  |
| --- | --- |
| **Compassion** | We are caring and considerate in our dealings with others |
| **Respect** | We acknowledge, value and protect the diversity of beliefs, and support the rights of others in delivering health services |
| **Excellence** | We act with professionalism to bring the highest quality of health care to meet the needs of our patients |
| **Accountability** | We will be responsible for the care and patient outcomes provided by GV Health, and the consequences of our actions |
| **Teamwork** | We work constructively and collaboratively within GV Health as well as with external partners to deliver integrated care to our patients |
| **Ethical Behaviour** | We act with integrity, professionalism, transparency, honesty and fairness to earn the trust of those we care for |

**ROLE STATEMENT:**

The Chief Executive Officer is accountable to ensure 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.

Under the direction of the Board of Directors the Chief Executive Officer is responsible to lead GV Health in providing a best practice health service that is of high quality, cost effective and responsive to government policy directions and community needs. The Chief Executive Officer is the single point of accountability for patient safety through effective executive leadership and management of GV Health. The position is accountable to the Board of Directors for ensuring that GV Health achieves a balance between efficient service delivery and high quality health outcomes.

The Board has both a strategic and stewardship role. The functions of the Chief Executive Officer are to manage GV Health in accordance with the financial and business plans, strategies and budgets developed by the Board and the instructions of the Board.

This position amongst others is responsible for promoting GV Health as a quality regional health service provider.

**EXTERNAL RELATIONSHIPS:**

Liaises with:

* Department of Health and Human Services
* Other health services’ Chief Executive Officers
* Community agencies and representatives
* Accreditation authorities
* Victorian Healthcare Association
* Victorian Hospitals Industrial Association
* Legal and managerial consultants
* Local government organisations
* Tertiary institutions
* Media

**INTERNAL RELATIONSHIPS:**

Liaises with:

* Executive Staff group
* GVH staff
* Auxiliaries/Volunteers
* GV Health Foundation

**Positions reporting to this role:**

* Executive Director Infrastructure and Business
* Executive Director Clinical Operations
* Executive Director Community Care
* Executive Director Mental Health
* Chief Finance Officer
* Chief Allied Health Officer
* Chief Medical Officer
* Chief Nurse and Midwifery Officer
* Executive Director Workforce
* Director Quality and Clinical Service
* Director GV Health Foundation
* Executive Assistant to the CEO
* Governance Officer

**KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES / KEY PERFORMANCE INDICATORS:**

|  |  |  |
| --- | --- | --- |
| **Key Result Area** | **Key Accountabilities** | **Performance Measures** |
| Strategic Planning and Policy | Develop, disseminate and implement the GV Health’s vision and strategic plan in partnership with the Board of Directors, ensuring alignment to community needs and the Victorian government’s priorities. Implement service priorities and plans as determined. Develop, disseminate and implement policies in keeping with the vision, mission and values, and statutory and regulatory requirements. | Adherence to the GV Health Service Agreement and Statements of Priorities, strategy and relevant legislation and government policy objectives. |
| Healthcare Performance | Establish and lead a high quality Executive team, operating model and committee structures. Provide leadership and direction for all GV Health facilities and services in order to deliver effective, efficient and economical to GV Health’s community. Collaborate with other healthcare providers to facilitate alignment and utilise available synergies in service provision. | Leadership and management skills of the Executive Team. Effectiveness of healthcare service delivery including:   * Patient flow and throughput * Patient safety and quality * Integrated systems of care that are consumer focused * Equity of access |
| Healthcare Improvement | Ensure the ongoing development of organisation, service and workforce capability to deliver improved and sustainable healthcare outcomes. Promote a culture of learning, innovation, and research and development across GV Health. | Efficiency of service delivery and financial performance.  Workforce effectiveness  Provision of regular performance reports to the Board of Directors and government departments |
| Risk and Compliance Management | Ensure a strong culture of and commitment to safety and quality pervades GV Health and underpins health service delivery. Ensure risk, compliance and clinical governance frameworks operate across GV Health and are linked to continuous improvements in health service delivery. | Adherence to quality expectations of the Board of Directors and demand for high quality healthcare with GV Health. Safety and quality outcomes for patients as well as clinical and non-clinical workforce. Adherence to all relevant legislation. |
| **Key Result Area** | **Key Accountabilities** | **Performance Measures** |
| Expert Advice | Provide strategic advice and high level counsel to the Board of Directors to enhance the decision making regarding the management and improvement of healthcare services across GV Health. | Quality and appropriateness of advice provided with respect to healthcare service delivery across GV Health. |
| GV Health Redevelopment | Oversee the redevelopment of GV Health and establish a clear pathway for the full achievement of the GV Health Masterplan. | Redevelopment is delivered on time and to budget.  Strategies are developed and successful in the achievement of the full masterplan. |
| Resource Efficiency | Ensure resources are planned, allocated and evaluated to meet health service agreements and related financial requirements and targets. | Adherence to expenditure budgets and successful management of multiple funding models. Monitoring and reporting on performance against workforce plans, asset management plans, and financial plans. Return on investment for operational capital expenditure. |
| Workforce Management | Continue to develop and implement a workforce vision, strategies and management plan that reflect the needs of GV Health users and community and which promotes GV Health as an employer of choice. Maintain a positive working environment free from bullying and harassment which encourages respect and embraces diversity. | Development of workforce vision, strategies and management plan to support the delivery off GV Health’s Service Agreement and strategic plan. |
| Relationships and Engagement | Ensure GV Health’s engagement with the community, healthcare service providers and relevant stakeholders with GV Health and government departments. Ensure the needs, interest and expectations of clinicians, the community and other stakeholders are included in health service planning and evaluation. Encourage and foster the development of strategies to support collaboration with other health services providers and key stakeholders. Communicate in a transparent way with the community regarding clinical and financial performance, service priorities and decision making processes. Ensure openness to complaints from GV Health users. | Engagement strategies developed in accordance with relevant stakeholders, including:   * Consumer and community engagement strategy to promote consultation with health consumers and community members. * Clinician engagement strategy to promote consultation with health professionals working at GV Health.   Timeliness and effectiveness of response to user complaints. |

**QUALITY, SAFETY, RISK and IMPROVEMENT**

* Ensure compliance and application of responsibilities as outlined in the GV Health Risk Management framework
* Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
* Maintain a safe working environment for yourself, your colleagues and members of the public
* Investigate, evaluate, report and manage risk through appropriate systems and ensure actions are taken to prevent and minimise harm to all
* Contribute to organisational quality and safety initiatives and participate in the evaluation and continuous improvement processes
* Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
* Measure and respond to feedback and complaints including reporting findings to management and the appropriate committees
* Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

**OTHER REQUIREMENTS FOR THE CHIEF EXECUTIVE OFFICER:**

* Build an organisational culture that fosters the GV Health’s values
* Provide leadership and support to direct reports, monitor their performance and ensure they receive performance improvement and professional development opportunities
* Create an employment environment where staff members are treated fairly and equitably and is not subjected to any form of discrimination, bullying or harassment
* Maintain the effective operation of the OH&S management system and associated OHS policies and procedures
* Develop and maintain a efficient and effective organisational structure
* Ensure clear communication strategies are in place to optimise internal and external relations
* Improve own performance by seeking feedback, setting goals and participating in annual performance reviews
* Exhibit a commitment to the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
* Lead consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
* Maintain confidentiality in regard to all information concerning GV Health, its consumers and employees
* Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
* Complete the mandatory training requirements as defined by GV Health
* Participate in committees and professional groups and disseminate relevant information to relevant employees
* Comply with the principles of Patient and Family Centred Care
* Promote GV Health as a quality regional health service provider and employer of choice

**Other Position Requirements**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

**KEY SELECTION CRITERIA:**

***(Please respond to this section in your application)***

**Qualifications**

* Possession of tertiary qualifications in commerce, business management or health sciences or similar is essential.
* A post graduate qualification in business administration or other relevant area is highly desirable.

**Essential Skills and Attributes**

* Demonstrated achievement as a senior level in delivering high quality health services, achieving KPI’s, meeting budget targets and being able to adjust to increasing financial pressure.
* A proven history of high level leadership skills in a complex organisation including:
* Leading change through people
* Holding others to account and being held to account for agreed targets
* Motivating, empowering and influencing others
* Developing collaborative relationships
* Establishing and maintaining effective governance systems
* Demonstrated ability to provide strategic, analytical and innovative skills in management and service delivery.
* Excellent relationship management skills with internal and external stakeholders.
* Demonstrated capacity to motivate, engage and maximise the performance of the Executive Team, stimulate constructive debate and support colleagues in their contribution to and achievement of organisational objectives.
* Demonstrated ability to define and clearly communicate vision and future strategy and to ensure the vision is effectively translated into clear business goals and objectives.
* Ability to identify with the patient experience and factor into all decision making processes.
* Demonstrated ability to lead, manage and take responsibility for a strong safety culture.
* High level of political acumen and an understanding of and ability to work comfortably in the complex governance environment of health services in Victoria.
* Demonstrated ability to think commercially and identify ways to manage growth and contain costs.
* Understanding of all aspects of capital investment in health infrastructure fro reviewing existing facilities, identifying and assessing options, business case development, procurement, project management and strategic oversight of delivery.
* Possession of outstanding personal qualities consistent with the GV Health Values, GV Health and Victorian Public Sector Codes of Conduct (or like documents in other organisations) and leadership framework including self-belief, self awareness, self management, drive for improvement and personal integrity.
* Satisfactory National Criminal History Record Check prior to commencement of employment. In accordance with the regulatory framework for aged care in the Aged Care Amendment (2008) measures No. 2) Act 2008, this position is identified as a ‘key personnel” position and Police Check Declaration will be required to be made to the Department of Health and Ageing.

**Inherent Requirements**

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

|  |
| --- |
| **Clerical /**  **Administration Role** |
| * manual handling (pushing, pulling, lifting) * sitting, standing, bending, reaching, holding, lifting * computer work, data entry * general clerical at varying levels , * use of personal protective equipment * handling general waste * pushing and pulling trolleys / filing * work at other locations may be required * shift work in some roles * driving motor vehicles * dealing with anxious or upset consumers or members of the public |

|  |  |
| --- | --- |
| **Reviewed by** | **Chair - GV Health Board of Directors** |
| **Issued** | **September 2018** |
| **Reviewed** | **September 2019** |

I acknowledge:

* That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
* I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
* I understand that the information provided is a general outline and may not encompass every aspect of the position.
* That GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
* I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Print Name)*