

Beaufort & Skipton Health Service

About Us

Beaufort and Skipton Health Service is a small rural health service providing urgent care, primary care, aged care and in patient acute services across two health service campuses in the townships of Beaufort located in the Pyrenees Shire and Skipton within the Corangamite Shire.

Our catchment area extends from Derrinallum and Lismore in the South, to Lexton and Amphitheatre in the North, and stretches to include Streatham, Linton, and Snake Valley. Beaufort and Skipton Health Service covers portions of the Pyrenees, Corangamite, and Golden Plains Shires. Within these areas, the health service provides services to about 5000 people.

Vision

We are a vital community link for the people of Beaufort & Skipton.

Mission

Ensure that all people can access appropriate timely care in their community.



WE SURPASS
EXCELLENCE

We deliver person centred care to our patients, residents, community and staff



WE VALUE
TRUST

We value trust by demonstrating our integrity, responsibility and competence



WE CREATE
TEAMWORK

We create strong professional relationships in our teams



WE CONNECT
COMMUNITY

We value inclusiveness and community linkages



WE SHOW
RESPECT

We show respect for ourselves and others

1. Purpose of Position

The Chief Executive Officer (CEO) is responsible for:

- Implementing the strategic direction of the Health Service as determined by the Board of Governance and ensuring alignment with the organisation values, vision and mission.
- Ensuring efficient and effective management of the health service while providing strong leadership and fostering a culture of organisational excellence
- Enabling the provision of the contemporary safe high quality health services that are responsive and appropriate to the needs of the community
- Maintaining the reputation of Beaufort and Skipton Health Service and meeting the statutory regulations of the Victorian Department of Health and Human Services, the Commonwealth Department of Human Services and agencies responsible for national quality standards.

2. Key Responsibilities

1. Quality and safety
2. Governance – Clinical and Corporate
3. Leadership and People Management
4. Financial Management
5. Research, Innovation and business development
6. Partnerships and stakeholder engagement

1. Quality and safety

- Ensure quality of care within the organisation reflects consumer experience with a focus on quality improvement.
- Ensure that consumer engagement features in planning, policy development, guidelines, and training and care delivery.
- Ensure regular reporting to the Board with internal and external data on clinical risks, care processes and outcomes, areas for improvement and progress toward excellence in all clinical services.
- Focus on all opportunities and risks that are raised to expand, develop and demonstrate evidenced based quality and safe services.
- Ensure the wellbeing of community members supporting them to live well at home.
- Promote service delivery in residential age care that allows residents to live a good life, share their skills and ability and contribute to their community.
- Ensure all services delivered comply with legislation requirements and accreditation standards.
- In conjunction with the Executive team develop and implement annual business plan derived from the longer term strategic plan.
- Ensure the development and implementation of personnel and financial

policies and practices that enable sound patient care that meets with key industry requirements.

- Ensure infection control and emergency response systems are in place to keep team members, residents, clients and visitors safe.

2. Governance – Clinical and Corporate

- Work in partnership with the Board of Governance to ensure efficient allocation of resources that achieve public value and deliver the organisation's vision for quality and safety.
- Ensure the development of clinical, corporate and risk management frameworks.
- Manage and safe guard against clinical risk and to build systems that support staff awareness and knowledge.
- Present Beaufort and Skipton Health Service in a positive manner at a range of local, state-wide, national and international forums.
- Assist with the development and lead the implementation of the strategic plan.
- Deliver agreed strategic goals on time and on budget.
- Ensure the identification, implementation and review of strategies to improve service quality.
- Implement all Board decisions and act as official channel of communication to and from the Board.
- Provide timely and effective strategic advice to the Board.
- Successfully complete the targets as agreed with the DHHS in the annual Statement of Priorities (SOP).
- Monitor legislative and regulatory changes and align internal policy.
- Maintain a risk register that includes risk mitigation strategies that is regularly presented to the Board for discussion.

3. Leadership and People Management

- Provide values driven leadership to Beaufort and Skipton Health Service both internally and externally and mentor and develop the team to excel.
- Equip staff to fulfil their roles by providing role clarity at all levels of the organisation along with the necessary knowledge, tools, resources and opportunities to engage and influence the organisation's core business.
- Implement management plans and processes to ensure that Beaufort and Skipton Health Service provides a service that meets and exceeds community expectations.
- Ensure a safe and healthy working environment for all employees.
- Foster a "just" and open culture of safety, fairness, transparency, learning and improvement in which staff are empowered and supported to enact their roles and responsibilities and to speak up about concerns. Understand and adhere to the Victorian Public Sector Code of Conduct.
- Ensure that employees adhere to Beaufort and Skipton Health Service policies on ethics, duty of care, professional standards, legal requirement and patient/resident's complaints.
- In conjunction with the Executive Team, promote and maintain harmonious

and effective relationships between all Beaufort and Skipton Health Service staff, medical staff, patients, residents, clients, clergy and the public.

- Lead a culture of workplace safety and minimise workplace injuries and ensure policies and work practices provide a safe work environment for staff and volunteers.
- Ensure the implementation of human resource management policies that align with current legislation and industrial standards.
- Ensure appropriate selection, recruitment and on boarding systems and processes are in place to ensure that staff are appropriately qualified, skilled and experienced for each role and for the business's needs.
- Ensure performance review and development plans are undertaken with all staff in a timely manner.
- Facilitate ongoing professional development and training of staff and volunteers that provides opportunities for career development.

4. Financial Management

- Assume responsibility for overall organisational financial performance to meet productivity and budget targets, managing resources effectively and efficiently.
- In conjunction with the Executive set the budget to reflect the strategic goals for adoption by the Board of Governance.
- Ensure accurate and timely preparation of statistical and financial reports including annual reports in accordance with various funding requirements.
- Ensure analysis of results with interpretation of the significance of variations from budget of either income, expenses or cash flow regularly occurs and is presented to the Board of Governance.
- In conjunction with the Executive develop and monitor budgets for all sources and applications of funding for presentation to the Board of Governance.
- Ensure a system is in place to maintain the Asset register.
- Liaise with the Department of Health and Human Services on matters associated with service targets, budgets and cash flows.
- Ensure investment strategies are developed to minimise risk and meet the Board of Governance requirements and those of the Department of Treasury and Finance (DTF).
- Ensure that all financial and accounting records are maintained safely and securely and prepared for annual audit.

5. Research, Innovation and business development

- Encourage staff in the participation and development of research.
- Identify and respond to service gaps in the community.
- Develop, implement and maintain marketing and public relations policies and programs within the Health Service community, and local community.
- Lead the development and growth of Beaufort and Skipton Health Service, strategically positioning the health service to explore new opportunities.
- Identify national, state, regional and local directions and trends in healthcare.

- Maximise funding opportunities and effective partnerships to increase services that reduce the burden of chronic disease.
- Deliver a range of management and leadership opportunities for the Beaufort and Skipton Health Service team.
- Undertake and provide professional development opportunities to enhance and improve the ability and sustainability of Beaufort and Skipton Health Service.

6. Partnerships and stakeholder engagement

- Establish and maintain contact with stakeholders (including community members and groups, other health services and community health organisations, Primary Health Networks, Primary Care Partnerships, Department of Health and Human Services and other relevant State and Federal Departments, General Practitioners, consultants).
- Engage with the Grampians Region Health Alliance to improve collaboration, reduce duplication and drive change across the region.
- Engage with the community and other partners to enhance decision making, project outcomes and the health and wellbeing of the community members.
- Seek regular feedback from consumers of all services to lead quality improvement recognising that the small and timely changes may be the most significant.
- Participate on regional and local health care committees and consultative groups.
- Develop strong relationships with Universities, partners and funding bodies to further enhance Beaufort and Skipton Health Service's service delivery.
- Maximise professional development opportunities to ensure evidence based health care is provided within scope of practice.

3. Key Selection Criteria

1. Significant experience in a senior management role in the health sector with relevant tertiary qualifications in a clinical discipline, health management or related field with evidence of continuing professional development.
2. Demonstrated achievement in the development and implementation of strategic, service and operational plans and the ability to formulate innovative strategies to meet community and health service needs.
3. Demonstrated ability to create effective consumer engagement that drives continuous improvement.
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.
5. Excellent understanding of principles of evaluation, clinical governance and risk management in a health service as well as a sound understanding of Public Sector system review.
6. Demonstrated experience in working effectively with a Board of Governance.
7. Creation of a health care environment that enables patient-centred, cohesive, integrated care through systems that support clinicians to provide safe and appropriate care for each consumer with the best possible outcome.
8. Strong financial management, business skills and well developed understanding of State and Commonwealth funding.
9. Highly developed communication skills with an ability to write letters, reports and funding submissions as well as the ability to forge partnerships within the community and across the health, community services and local government sector.

4. Other relevant information

- Appointment is subject to a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.