

Position	Hopetoun Campus Manager
Classification	Contract terms negotiable dependent on qualifications and experience relevant to this position
Award & Benefits	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 Generous salary packaging benefits available
Reports to	Chief Executive Officer
Direct reports	Nurse Unit Manager Hopetoun Campus, Operational management of Hopetoun Team Members
Hours of Work	Full time – 40 hours with ADO

About Rural Northwest Health

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2016-2020:

- Build business capability.
- Respond bravely and innovatively to opportunities that improve local health outcomes.

Position summary

The Hopetoun Campus Manager is a key senior management role and will contribute to Rural Northwest Health achieving quality care, leadership and innovation in rural health.

Key responsibilities will be ensuring that safe high quality services are delivered to the community as close to home as possible and that team members are engaged and striving to achieve this aim.

The Hopetoun Campus Manager will lead and support team members to undertake their roles and responsibilities effectively and efficiently. This role will also identify risks and opportunities for improvement, be capable of prioritising demands and oversee delivery of agreed projects linked to key priorities and Rural Northwest Health's strategic plan.

Key responsibilities

1. Lead the provision of high quality clinical care and support services at the Hopetoun Campus, and ensure services provided reflect and support the community's needs enabling members to improve their health outcomes and live a good life.
2. Be accountable for the day to day running of the Hopetoun campus.
3. Assist with the delivery of projects to meet the strategic goals and statement of priorities.
4. Engage with Hopetoun community members to understand their health care service needs and expectations.

Key position accountabilities

Leadership and governance

1. Lead clinical services within best practice and national frameworks.
2. Ensure compliance with all legislative requirements associated with the role of Hopetoun Campus Manager. Model promote and adhere to Rural Northwest Health policies and procedures, including

Victorian Public Sector Commission Employee Code of Conduct.

3. Lead by example through professional and personal behaviour that provides guidance and inspiration for the team to be their best and therefore contribute to the success of Rural Northwest Health as a leading health provider.
4. Ensure all communication within the organisation is transparent and fosters an open communication link that enables all stakeholders the opportunity to contribute, be heard, and receive feedback.
5. Contribute and adhere to relevant committee requirements.

Quality and Safety

- Lead quality and safety improvement systems for Hopetoun Campus and contribute to organisation-wide accreditation as required.
- Promote a quality and safety driven culture throughout the organisation and actively seek ways to enhance capability and performance efficiency across operations, service provision and teams.
- Facilitate the development and effective maintenance of service-wide compliance monitoring systems in collaboration with the executive team.
- Ensure external benchmarking and audits are undertaken and quality improvement activities are developed and implemented.
- Ensure relevant organisational policies and procedures are developed, maintained and implemented.

Personal and professional development

- Demonstrate an ongoing commitment to personal and professional development.
- Participate in mandatory training annually.

Information management

- Ensure compliance with legislation requirements regarding documentation and communication of information pertaining to residents, team members and the operations of any Rural Northwest Health facilities.
- Utilise information technology as appropriate in the performance of the role.

Key selection criteria

1. Registered Nurse with experience in a management & leadership role.
2. Post-Graduate qualification (or working towards same) in Management and/or clinical specialty such as Gerontology/Rural Health or Emergency Nursing.
3. Demonstrated experience in leading multidisciplinary teams through a change process to deliver safe, high quality and innovative health care.
4. Able to develop positive relationships with internal and external stakeholders, including partnering with community members, residents, client and patients.
5. Ability to lead the implementation of Aged Care and National Standards accreditation systems and continuous improvement projects.
6. Demonstrated experience in budgetary management within relevant funding models.
7. Exceptional communication and writing skills.
8. Understanding of opportunities and challenges associated with providing rural health care services.

Certificates, licences and registrations

- Registration with APHRA.

- Current driver's licence
- Current employee police check.
- Current employee working with children check