

Position Title:	Executive Director Capital Projects, Infrastructure & Support Services
Reports to:	Chief Executive
Directorate:	Capital Projects, Infrastructure and Support Services
Cost Centre:	R0309
Code & classification:	Victorian Public Health Services Executive Remuneration Policy
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Victorian Public Health Services Executive Remuneration Policy

Goulburn Valley (GV) Health is a Regional Public Health Service in the Hume Region of Victoria, with campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub-region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2019-23* provides the direction for GV Health with key elements summarised below.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.



Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.



Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.



Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.



Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.



Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.



Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2019-23* to link GV Health’s purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT

The Executive Director Capital Projects, Infrastructure & Support Services is an integral part of the Executive Leadership team at GV Health and leads the Capital Projects, Infrastructure & Support Services portfolio across the health service.

The Executive Director Capital Projects, Infrastructure & Support Services will work closely with the GV Health Chief Executive, executive team members, the Department of Health and Human Services officers, the Victorian Health and Human Services Building Authority and is the prime source of strategic, tactical and operational advice in respect of all service provided within the Directorate.

A key requirement of the Executive Director Capital Projects, Infrastructure & Support Services is to be commercially focused with the ability to drive change across the organization and implement cost effective and best practice procurement capabilities that align to the organizations objectives.

The Executive Director Capital Projects, Infrastructure & Support Services has leadership accountability for:

- Capital Projects –
 - Provide executive oversight, leadership and management of the \$229.3m capital redevelopment of the Graham Street Shepparton Campus
 - Provide executive oversight of all remaining capital projects
 - Support planning, business case processes and proposals for future capital projects
- Infrastructure –

○ Asset management	○ Capital projects
○ Biomedical engineering services	○ Engineering services
- Corporate Support Services –

○ Environmental Services	○ Security
○ Contracts	○ Accommodation
○ Supply	○ Patient Transport
○ Fleet Management	○ Food services
- Clinical Support Services –

○ Medical Imaging	○ Pharmacy
○ Pathology	
- Media and Communications

EXTERNAL RELATIONSHIPS:

Liases with:

- Victorian Health and Human Services Building Authority
- Department of Health and Human Services (Central and Regional offices)
- Local government organisations
- Media organisations
- Relevant professional bodies
- Client/community based organisations, including the Community Advisory Groups
- Other healthcare providers



INTERNAL RELATIONSHIPS:

- GV Health Board of Directors
- Executive Team
- Directors and Department Managers
- Clinical and support staff
- Patients and families

Positions reporting to this role:

- Director of Infrastructure and Assets
- Director Corporate Support Services
- Director Clinical Support Services
- Clinical Director Medical Imaging
- Clinical Director Pathology
- Senior Media and Communications Advisor
- Executive Assistant

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Provide strong leadership to the Directorate, fostering an environment that inspires staff to achieve excellence and continually improve services.
- Provide advice to the CE, Executive and Board as required on all matters pertaining to the operation of the Directorate.
- Ensure compliance with all legislation and all governing bodies and accreditation guidelines are followed and evidenced.
- Lead the development and implementation of policies, procedures, systems and performance frameworks for the functions of the Directorate to ensure a high level of professional practice and to deliver compliant, effective and efficient outcomes.
- Ensure all external audit reports and Government reviews are implemented in a timely manner.
- Ensure all services are benchmarked with external organisations to ensure best practice and efficient outcomes are achieved that match Strategic Plan objectives.
- Provide high level strategic advice and leadership to key stakeholders. Work collaboratively with the Executive to ensure alignment between the Directorate and development, management, service planning and activities.
- Assist in the implementation of major organisational changes in partnership with GV Health Executive including assisting in the development and implementation of workforce reform including new work roles by working collaboratively with key stakeholders.
- Ensure governance principles are integrated and embedded into the day-to-day operations of the Directorate's activities.
- Proactively manage capital projects achieve milestones and or are escalated to the relevant Project Control Groups and Project Steering Committees. The Executive Director Capital Projects, Infrastructure & Support Services also has responsibility for the repairs and maintenance of all major and minor capital assets and with ensuring that assets are fit-for-purpose to deliver health services safely whilst maintaining the quality of delivery.
- Leading and participation in the service planning including model of care development for GV Health. This will require collaboration with the Executive Director Quality, Risk & Innovation, Executive Director Clinical Operations and Executive Director Community Care & Mental Health to ensure alignment between infrastructure development and management and clinical service planning and activities.
- Ensure effective stakeholder relationships within and external to GV Health by initiating, developing and maintaining appropriate working relationships with staff and key stakeholders, including the community in the provision and planning of services (includes the involvement of the Community Advisory Group, and other relevant stakeholders relevant to the Redevelopment in construction).
- Ensure effective schedules and plans are in place related to service and maintenance planning.



- Lead, plan and co-ordinate the requirements of the Project Planning and development and reporting through to the Project Executive Group and GV Health Steering Committee.
- Effectively lead the team to ensure that the Project plan requirements including the communications needs of the Project are developed, implemented, progressing in accordance with key milestones and are met.
- Ensure that capital planning applications for funding support the achievement of GV Health's Strategic Plan.
- Contribute to and deliver on the strategic and performance priorities of the Statement of Priorities.
- Ensure all projects are developed and managed on sound governance principles. This includes business case development, customer input in design process, budget management, links to strategy and that all major projects have a post implementation review.
- Lead the efficient and effective utilisation of project resources including maximising the resource base available to support the effective delivery of the project in a timely, secure, efficient, and effective manner.
- Support the integration of all Clinical Support Services across GV Health consistent with new models of service provision and identifying innovative and alternative approaches to the provision of services.
- Develop flexible working environments that are responsive to the changing needs and profile of the consumer and changes in service delivery and multidisciplinary care, ensuring that resources are maximised to meet the operational needs of GV Health.
- Lead and undertake projects that enhance service provision, stakeholder, client and staff engagement, continuous improvement and the reputation of GV Health.
- Lead/develop and implement governance projects/quality committees and activities as required

STRATEGIC ALIGNMENT

CREATE Outstanding & Service Excellence – As part of the organisation's purpose this position will contribute to and lead the directorate in providing a standard of excellence in customer service. This will be measured internally via staff surveys and externally via customer and community feedback to ensure that the organisation is delivering professional and efficient customer service.

Deliver Results – This position will be required to contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the team plan and ensuring that projects are linked to the goals of the organisations strategic plan

Leadership – This position will provide professional leadership to its direct reports and to all staff within the Directorate and is responsible for ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports. This position will also work with the Executive Team to create a positive working environment free from bullying and harassment and encourages respect and embraces diversity.

PEOPLE MANAGEMENT ACCOUNTABILITY

Communicate with influence – This position will assist in driving towards the development of a high performance culture through strong leadership across the broader staffing group of GV Health. It will meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff with the change process.

Performance Management - This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct reports. The incumbent will ensure that the annual performance reviews for its direct reports are completed on time. This includes being responsible for addressing issues that negatively impact performance.

Collaboration – This position will develop a collaborative, effective and engaged by communicating meaningful information regularly. The position will also manage professionally and engage relevant stakeholders in dealing with issues associated with working together such as dealing with differences, conflict, shared goals and team morale in a timely manner. Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities.

Recruitment – In conjunction with the Executive (where required), facilitate recruitment and retention of relevant staff engaged by GV Health.

FINANCIAL/REPORTING ACCOUNTABILITY

- Lead the financial functions of the department including the development, monitoring and achievement of annual and budgets.
- Develop and participate in financial sustainability projects to ensure that the directorate and health service achieve relevant financial targets.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Ensure compliance with 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.
- 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

- Improve performance by seeking feedback, setting goals and participating in annual performance reviews.
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines.
- Maintain confidentiality in regard to all information concerning GV Health, its consumers and employees.
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews.
- Complete the mandatory training requirements as defined by GV Health.
- Comply with the principles of Patient and Family Centred Care.
- Promote GV Health as a quality regional health service provider.

KEY PERFORMANCE INDICATORS:

- Leading the directorate and contributing to GV Health more broadly in a manner consistent with GV Health's values and CREATE Outstanding.
- The Directorate is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability.
- Appropriate governance in place for capital projects.
- Quality, safety, risk plans and activities implemented consistent with relevant frameworks and procedures.
- 90% attendance and active participation at committees, working groups and meetings.
- Active participation in the Performance and Development review process.
- Relevant reporting requirements are met.
- Budgets are developed within set timeframes and expectations.
- Improvement opportunities are identified and action where appropriate.
- Active participation as a member of the Executive.
- Written and verbal advice to Board and Executive is of a high standard.
- Approved projects are delivered within agreed budget and timeframes.
- All legislative and accreditation requirements are met.

KEY SELECTION CRITERIA:

- Commitment to leading consistent with GV Health’s behaviours and values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- A proven history of high level leadership skills in a complex organisation including:
 - Leading change through people
 - Holding others to account and achievement of agreed targets
 - Motivating, empowering and influencing others
 - Developing collaborative relationships
- Significant experience and demonstrated success at an executive level, preferably in a healthcare environment.
- Demonstrated people management, communication and negotiation skills in order to drive cultural change and commitment to working across the organisation to break down organisational silos.
- Post graduate qualifications such as MBA or health services management.
- Demonstrated success in capital, project and infrastructure management
- Clinical background (preferred).
- Sound understanding of accreditation standards and processes and quality and risk management and commitment to optimising the clinical governance framework.
- Excellent computer skills with the ability to utilise Microsoft Office suite, and project management frameworks.
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.
- Current drivers licence.

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
<ul style="list-style-type: none"> • 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

As the position is responsible for the management of capital projects, the incumbent will be required to access construction and building sites and will need to be aware of and abide by all Occupational Health and Safety obligations as they apply to their individual safety and the safety of others.

Reviewed by	Chief Executive
Issued	November 2019
For Review	November 2020

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- 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.
- 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)

(Signature)