



## Position Description

<b>Position Title:</b>	Chief Executive Officer
<b>Directorate/Team:</b>	Executive
<b>Classification/Award:</b>	<p><b>Award:</b> Individual contract based on GSERP</p> <p><b>Classification:</b> Small Rural Health Service D</p> <p><b>Time fraction :</b> Full time</p>
<b>Performance Review:</b>	<p>A three (3) month probation will apply to this position (3 months from date of commencement), unless the position is a contract renewal, in which case the performance review process as per S5 of the contract.</p> <p>Performance reviews will then be held at least annually with one on the anniversary of commencement.</p>
<b>Version Number:</b>	1.0 <b>Date Written:</b> June 2018
<b>Version updates:</b>	June 2018
<b>Approved by:</b>	<b>Signature:</b>
	<b>Name:</b>
	<b>Position:</b>
	<b>Date:</b>

### Seymour Health

Seymour Health is a small rural health service, with the primary site located in Seymour. The Seymour Health catchment covering the Shires of Mitchell, Murrindindi and Strathbogie has a catchment population of 14,000 residents.

Seymour Health has an annual budget of \$21 million with 240 staff providing a wide range of services including:

- 30 bed acute ward
- Surgical Services and including orthopaedics, ENT, gynaecology, urology, gastrointestinal and general surgery performing same day, overnight and multi-day procedures for low to moderate complexity patients
- Urgent Care Centre with more than 6000 presentations annually
- Renal Dialysis
- Oncology infusions
- Palliative care; a sub-regional service
- Dental service; a sub-regional service
- a 30 bed high care aged residential care facility: and
- Community services, including District Nursing, Planned Activity Group,
- Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietician and Diabetes Education.
- Support services including administration, food, hotel and maintenance services.
- Private pathology and medical imaging services are available on site

## POSITION SUMMARY

The Chief Executive Officer (CEO) works in partnership with the Board to implement the vision, mission and strategic direction on of the health service, as determined by the Board. A high priority within the strategic direction of Seymour Health is that the health service provides high quality safe care that meets the health needs of the community. This is a key responsibility of the Chief Executive.

The Chief Executive is responsible for providing strong, reflective leadership and direction to ensure that the resources of the health service are well managed and sustainable. The Chief Executive should promote and embed a positive inclusive culture that both supports and ensures staff responsibility and accountability for patient safety.

The Chief Executive is responsible for ensuring that organisations systems and processes include stakeholders, consumers and the community engagement and participation.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Board
Manages:	Executive staff and Managers as per the organisational structure
Internal Liaisons:	All Staff, Managers and Volunteers
External Liaisons:	DHHS, regional, sub-regional, local health services, community

## KEY RESPONSIBILITIES AND DUTIES

### *Board and Governance*

- In consultation with the Board, Executive, staff, and the community, prepare a Strategic Plan which incorporates the Mission, Vision, values and objectives for the organisation.
- Each year develop an operational business plan which delivers the Strategic Plan. Ensure these documents are available to staff and ensure continuing outcome focus and direction for the organisation.
- Deliver agreed strategic goals on time and on budget
- Meet the targets as agreed with the Department of Health and Human Services in the annual Statement of Priorities
- Monitor legislative and regulatory changes and align internal policy
- Understand and adhere to the Victorian Public Sector Code of Conduct
- Communicate in a timely manner with the Board on all material matters affecting the organisation
- Implement all decisions of the Board in a timely and effective manner
- Communicate regularly with the Chair and other board members and ensure the Board is being provided with the information necessary to fulfil its legal and governance duties and responsibilities and to make good decisions
- Ensure compliance with the Seymour Health Instrument of Delegation as approved by the Board of Management

### *Safety and Quality*

- Ensure a culture and practice of patient safety and quality, consistent with DHHS clinical governance guidelines and best practice, is maintained as a priority across the health service
- Communicate and systematically report to the Board with internal and external data on clinical risks, care processes and outcomes, areas for improvement and progress toward safe care in all clinical services
- Ensure that all incidents are reported and reviewed to enable staff to learn from incidents and implement pro-active preventative strategies that link into quality improvement plans
- Ensure that all complaints are investigated, reported upon and responded to in accordance with approved

procedures and ensure the provision of appropriate feedback in a timely manner

- Ensure the voice of the consumer is at the centre of core business with a focus on quality improvement
- Ensure all services delivered comply with legislation requirements and accreditation standards

#### *Financial Management*

- Assume responsibility for financial performance to meet productivity and budget targets, managing resources effectively and efficiently
- Regularly analyse financial performance and report variations from the both the strategic financial directions and operating budget
- Develop and monitor budgets for all revenue sources
- Ensure that appropriate and effective internal control systems are in place to satisfy the Board and the Auditor General's Office

#### *Risk management*

- Ensure that risks are managed in line with the risk Management Framework, including reporting to the Board and board sub-committees at scheduled periods
- Ensure that the organisation-wide risk management policy and plan is implemented and regularly reviewed
- Maintain a risk register that includes risk mitigation strategies and is regularly presented to the Board and across the organization
- Ensure appropriate risk management controls, systems and processes are implemented and maintained to identify and manage risks and that these processes are reviewed regularly

#### *Capital development and asset management*

- Manage the assets of the agency and in consultation with the Board plan the utilisation and development of the physical infrastructure to support the activities of the agency
- Ensure that the asset register and items listings are current and verified and assets and facilities of the agency are secure and effectively maintained
- Ensure the security and maintenance of SH's buildings, infrastructure and property
- Maintain a safe and secure environment for staff, patients, residents, volunteers and members of the community
- Ensure infrastructure is maintained on a register and reviewed regularly

#### *Organisational and Service development*

- Ensure the organisation is in a position to take advantage of service opportunities
- Ensure significant and/or innovative service development opportunities have are underpinned by a business case that identifies benefits, costs and issues of sustainability
- Promote and sustain an organisational culture that encourages service development and innovation from all sections of the health service

#### *People and Culture*

- Oversight development of organisational workforce plans to ensure a sustainable, skilled workforce is recruited and maintained
- Foster a positive and open culture of safety, fairness, transparency, learning and improvement
- Provide staff with a safe working environment and implement procedures to enhance the staff understanding of occupational health and safety
- Lead workplace safety and minimise workplace injuries and ensure policies and work practices provide a safe work environment for team members and volunteers
- Ensure the implementation of human resource management policies that align with current legislation and industrial relations standards

- Ensure appropriate HR systems and processes are in place to ensure that staff are appropriately qualified, skilled and experienced for their role
- Facilitate ongoing professional development and training of staff that provides opportunities for career development
- Support the development of volunteers with systems and process that recognize and respect their role in the health service

#### *Partnerships*

- Establish and maintain regional, sub regional and local partnerships to support the strategic approach of a “healthy Seymour”
- Participate in DHHS partnership forums and opportunities to more effectively and efficiently to plan and provide services in the Seymour catchment area.
- Develop and maintain corporate and business partnerships that enhance the sustainability of SH services
- Monitor the effectiveness of partnerships and, as required and make recommendations for future directions

#### *Community*

- Support the direction and work of the Seymour Health Community Reference Committee (CRC)
- Actively engage with local stakeholders to promote the work of Seymour Health and to encourage community participation in Seymour Health.
- Ensure regular and systematic communication with stakeholders and the community in general
- Seek regular feedback from consumers of all services to inform service quality and service development

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications in a relevant discipline (health, management)
- Post graduate clinical and/or management qualifications
- Greater than 5 years’ leadership experience in a health or health related field

### **Key Selection Criteria**

- Greater than 5 years’ in a leadership position and experience in a health or health related sector including
- Understanding and practical knowledge of the governance systems and process in the health sector and the ability to build a mutually respectful and productive partnership with the Board
  - Clear knowledge and understanding and of the clinical governance systems and processes required in a complex health service including the ability to actively respond to clinical risks.
  - Ability to implement, monitor and report on the strategic direction of the organisation
  - Ability to develop and lead a culture of staff engagement and performance that promotes positive patient safety consistent with the organizational values
  - Strategic and practical experience of workforce management including knowledge of HR and IR processes
  - Strong financial management with a thorough understanding of the funding mechanisms including the monitoring and reporting requirements from state and Commonwealth departments
  - Strategic and practical understanding of the key role of the health service in supporting a healthy community
  - Demonstrated ability to develop and sustain multiple stakeholder and community partnerships that improve the health of the community across the catchment
  - Demonstrated ability to manage workloads and priorities to deliver the required outcomes for the health service and the community.

## Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**  
Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others
- **Accountability and Responsibility**  
Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.
- **Honesty, Integrity and Trust**  
Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.
- **Support**  
Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.
- **Open and Transparent Communication**  
Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

## Occupational Health and Safety

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
  - to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace
  - to seek guidance about new or modified work procedures
  - to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

## Special Requirements

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment
- New staff will be required to have a Working with Children's Check, if it is required for staff who meet the criteria for requiring such a check
- Employees are required to advise Seymour Health of any changes that may affect the current Police Records check status, and advise management immediately
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement affecting the conditions of use of the licence must be

reported by the employee to the Seymour Health management immediately

- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position

- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff

## **ATTACHMENT B – KEY PERFORMANCE INDICATORS**

The Key performance indicators relate to the implementation of the health service strategic directions and goals, CEO position description, the Statement of Priorities and other legislative, regulatory requirements that apply under the Health Services Act and endorsed policy directions from the Department of Health and Human Services.

The Key Performance indicators are monitored on a bi-annual basis in the formal CEO performance and appraisal process.

The key performance indicators are:

- Quality and safety governance, compliance and quality improvement
- Strategic directions development implementation and reporting
- Risk management development implementation, monitoring and reporting
- Financial management and performance
- Capital development planning , strategy development and implementation and resourcing
- Workforce planning, development and sustainability
- Partnership development – local, sub-region and regional

The detail and performance measures are to be negotiated on appointment, reviewed annually and approved by the Board.