

## POSITION DESCRIPTION

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<b>Position:</b>	Chief Executive Officer
<b>Time Fraction:</b>	As contracted
<b>Reports to:</b>	Board of Directors
<b>EBA:</b>	<b>Victorian Public Health Sector (Health and Allied Services, Managers &amp; Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020</b>
<b>Department:</b>	Administration
<b>Position Tenure:</b>	As Contracted

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### OUR MISSION:

To promote and enhance the health and wellbeing of the people of the East Gippsland High Country

### STRATEGIC PILLARS AND KEY OBJECTIVES:

#### Healthy Community

Reach out to our local rural community in the planning and delivering of our services

#### Quality Care & Safety

Deliver first class care to our clients, community and key stakeholders

#### People & Culture

Build a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence

#### Sustainable Services

Develop a fully sustainable health care service model to fund future growth and investment in new markets and emerging technologies

#### Effective Governance

Create a comprehensive and accessible governance framework that ensures compliance with our legislative, ethical and statutory obligations

#### Collaborative Partnerships

Invest in strategic partnerships and alliances that allow us to achieve better outcomes for our service

### OUR VALUES – WE CARE



At ODH we are an equal opportunity employer offering a totally smoke free workplace

## **Key Selection Criteria**

Omeo District Health is an equal opportunity employer. ODH has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

### **Essential Attributes**

- Significant leadership and experience in health or a health related sector.
- Ability to implement and monitor and report on the strategic directions of an organisation
- Practical experience in workforce management with a track record in tracking and developing and reading into staff culture the ability to develop and lead a culture of staff engagement and performance that promotes a positive and safe patient experience consistent with the organisational values.
- Strong financial and risk management skills with a thorough understanding of the funding mechanisms including the monitoring and reporting requirements of the state and commonwealth departments
- Clear understanding of clinical governance systems and processes and the ability to actively respond to clinical risks.
- Strategic and practical understanding of the key role the health service in improving and supporting a healthy community through engagement.
- Demonstrated ability to network and build partnerships that improves the health of the community.
- Demonstrated ability to manage workloads and priorities to deliver the required outcomes.

### **Highly Desirable**

- Post graduate qualification in Business Administration or Public Health

### **Required**

- Valid Victorian Driver licence.
- Current National Police Check.

## **Position Summary**

The CEO works in partnership with the Board to implement the Vision, Mission and strategic direction of the health service.

The CEO is responsible for the executive leadership, operational and clinical management of Omeo District Health in accordance with the health service's Statement of Priorities and ensure that the resources are well managed and sustainable.

The CEO is accountable for implementing internal controls and systems to ensure compliance and high quality safe care that meets the needs of the community and promote a positive inclusive culture that both supports and ensures staff accountability.

The CEO position performs the function of Chief Procurement Officer for ODH and has oversight responsibility for compliance with regard all procurement activity.

## **Key Responsibilities and Duties**

- Develop and manage the health service's financial and business plans, strategies and budgets for approval by the Board of Directors (BOD).
- Ensure the BOD is regularly provided with material for consideration and advice on operational and financial matters that may impact the health service statement of priorities, strategic plans, business plans, strategies and budgets.
- Ensure the BOD and its committees are assisted and provided with relevant and timely information to enable them to perform their functions efficiently and effectively.
- Implement effective and accountable systems to monitor the quality and effectiveness of health services provided.
- Ensure the health service continuously strives to improve the quality of the healthcare it provides and to foster innovation, learning and professional growth.
- Ensure the BOD's decisions are implemented effectively and efficiently throughout the health service.
- Identify and manage risks, ensuring the BOD is informed in a timely manner of any issues of public concern or risk that may affect the health service.
- Ensure the needs and views of consumers and other users of the health service are considered in the ongoing development of the health service.
- Ensure that the operations and activities of the health service are compliant with relevant legislative frameworks, applicable by-laws, regulations, governance arrangements, policies and sound business practices.

## **Health Services Relevant to the Community**

- Provide advocacy for the Omeo region at local, state and national forums and keep abreast of national and state contemporary health issues and policy initiatives.
- Actively represent ODH in the community, with the media, government and other health care providers on matters relating to the health service.
- Ensure awareness of the ongoing needs and expectations of the community.
- Contribute to area based health planning initiatives and activities that address the health needs of the local population.
- Actively partner with other local and regional health organisations to strengthen service availability, service coordination and delivery.
- In conjunction with the BOD, participate in the development, implementation and regular review of the strategic plan deliverables.
- Manage the capital works and equipment replacement / maintenance program.

## **Financial Management**

- Coordinate the ongoing review of existing programs and services to ensure efficiency is maximised and opportunities for better value service delivery identified.
- Coordinate the monthly preparation of financial, performance and service delivery indicator reports in a timely manner and in accordance with BOD requirements.
- Identify innovative funding sources and opportunities including development of grant proposals and fundraising initiatives.
- Encourage active involvement of key ODH staff in the development; implementation and monitoring of annual budgets and program operational plans.
- The CEO must notify the Responsible Minister of any significant issue of which they become aware that has affected or may affect the organisations or States financial management, performance, sustainability or reputation.
- To provide the Responsible Minister of any information related to financial management, performance and sustainability required by the Responsible Minister.

## **Workforce and People Management**

- Optimise workforce productivity through identification and implementation of workforce models that enhance individual and team capacity and support flexibility.
- Promote an organisational culture that encourages trust, initiative, innovation, change and best practice.

- Ensure that comprehensive human resources policies and procedures are current and available to all staff.
- Oversee the ongoing development of position descriptions and the Performance Management Plan and review process for all ODH employees.
- Ensure that ongoing credentialing processes for clinical care staff are completed in a timely and appropriate manner.
- Promote and participate in the ongoing staff development and learning programs tailored to the individual needs of the ODH workforce.
- Ensure staff are aware of their professional responsibilities and legal obligations.
- Maintain effective communication across the organisation via regular staff meetings, informal discussion and promotion of team activities.

### **Deliver Quality, Safe and Accessible Services**

- Ensure that clinical care is planned, delivered and evaluated based on comprehensive assessment of patient / client needs and best practice.
- Oversee the ongoing development and evaluation of the ODH Quality Improvement / Clinical Governance Program.
- Ensure ongoing compliance with accreditation standards including ACSQH NSQHS Standards, ACQS Aged Care Quality Standards, RACGP Standards AGPAL, Ensure client records for all services and programs are accurately maintained in accordance with the relevant guidelines.
- Monitor patient / client and community feedback to ensure that services are provided in accordance with their assessed individual needs and the requirements of individual programs.
- Promote and uphold the principles of customer service.
- Ensure complaints are investigated, documented and managed in an appropriate and timely manner.
- Ensure comprehensive and current policies, procedures and guidelines are available for staff to refer.
- Ensure appropriate facilities and equipment is available and safely maintained.
- Promote the further development of e-health and communications technology.
- Provide visible commitment to a healthy and safe work environment by ensuring documentation of appropriate policies, procedures and work instructions in accordance with OH&S legislative requirements.
- Oversee the ongoing development, implementation and evaluation of the ODH Risk Management Plan and provide regular reports to the BOD.

### **Organisational Keys**

#### **Customer Service**

- Deliver services that reflect the Organisation's mission statement and values with a strong focus and commitment to Customer Service.

#### **Privacy, Dignity & Confidentiality**

- Recognise and respect each Resident's/Patient's/Client's right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of the Information Privacy Principles concerned with empowering individuals to manage, as far as practicable, the collection, use and dissemination of personal information about themselves.

#### **Team Contribution**

- Demonstrate commitment to co-operation and a team approach, while exhibiting a positive, strong personal contribution to maximising the performance outcomes of the relevant program / area and ODH as an organisation.

**Legislation, Regulations and Standards**

- Comply with the requirements and compliance responsibilities of relevant legislation, regulations and standards where they directly impact on the service activity and delivery of care.

**Occupational Health and Safety**

- Ensures that work practices are carried out in accordance to the Occupational Health & Safety policies of the organisation.
- Promotes a safe working environment by identifying and reporting hazards.

**Infection Control**

- All employees have knowledge of Infection Control policies, located on Prompt, and legislation. Employees will assess the risk of any potential infectious incident and utilise the appropriate action as outlined in ODH policies.

**Quality and Safety**

- Demonstrate a commitment to the delivery of safe and high quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all activities are in accordance with the following standards as applicable to the employee’s work area:
  - National Safety and Quality Health Service Standards (organisation wide);
  - Aged Care Quality Standards (Lewington House and Home & Community Care);
  - Royal Australian College of General Practitioners Standards (Medical Centre).
- Actively participate in the Omeo District Health quality improvement program and accreditation processes against the above standards, as appropriate to employee role.
- Be confidently able to complete an incident report and submit a quality activity in Riskman.
- Be able to identify risks and follow the Omeo District Health Risk Management Policy and procedure.
- Have, or participate in, processes to monitor and evaluate the performance of the services provided by the work area.

**Professional Development**

- Participates in annual performance review and development program.
- Maintain knowledge required for the performance of the position.
- Attend ODH Mandatory Education Training annually.

**Performance Review:**

Six and twelve-month review after commencement of employment, then annually thereafter.

I, .....

Agree to undertake the duties as specified in the position description, and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organization’s policies and procedures.

Signature: \_\_\_\_\_ Date: ...../...../.....