**POSITION DESCRIPTION**

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| **Position:** | Chief Executive Officer |
| **Classification:** | Executive Health contract (Group 4 Cluster 1). |
| **Department:** | Executive |
| **Reports to:** | Board of Directors |

## HRH Service Profile:

## Heywood Rural Health (HRH) is a small rural health service that provides residential aged care, urgent care, acute and a range of primary and community health services including a GP clinic to the community. HRH employs over 120 staff and 60+ volunteers.

## HRH functions as an integrated health service. There are forty-five Residential Aged Care beds, five acute inpatient beds, and a Community Health Hub that includes a medical clinic, allied health, community nursing and home care packages service.

## Situated in the south west of Victoria on the Fitzroy River amidst rolling green hills in an agricultural, pastoral and timber cutting district HRH proudly supports a growing population of approximately 1755 residents.

## Position Summary:

The Chief Executive Officer is responsible, directly to the Board, for the total operational and financial performance of the Health Service and for compliance with its legal and statutory obligations. The position works in collaboration with the Board to set goals for the organisation and is responsible for:

* Human Resource Management - Lead, build and develop staff to ensure a focused and viable hospital which meets the acute and primary health needs of the community.
* Financial Management - Manage the financial resources of the hospital in an optimal manner to ensure a sustainable financial base to deliver health and corporate services.
* Resource Management - Manage the physical infrastructure and resources to ensure all services are delivered effectively and efficiently. Responsible for the procurement governance framework.
* Strategic Planning - Deliver against the Board's strategic objectives for HRH.
* Quality and Risk Management - Ensure policies, processes and protocols are in place to meet National Safety Quality Health Service Standards.
* Community and Public Relations - Develop and support productive relationships with the community, Government and key stakeholders.
* Governance – Ensure compliance with Statutory and Legislative requirements applicable to HRH.

## Key Responsibilities:

**1. Human Resource Management**

* 1. Regularly review organisational structure, processes and capabilities to maximize service delivery and performance
  2. Develop a focus on service provision so that professionalism, respect and co-operation are valued and, recognized and rewarded
  3. Ensure a consistent performance management appraisal system is in place for all staff and that reviews are conducted annually
  4. Build an organisational culture which fosters and supports team work

**2. Financial Management**

1. Review and monitor funding available to HRH from the Department of Health and Human Services (**the Department**) and other funding sources
2. Actively seek opportunities for grants funding and other sources of revenue and prepare business case to support request
3. Develop and maintain investment management practices that ensure optimal return on funds invested
4. Manage the preparation of HRH budgets - operating and capital - in line with the Board's

financial strategy and present the Budgets to the Board for approval on annual basis

1. Review and monitor HRH budgets to ensure optimum service delivery and performance
2. Ensure the annual financial statements and other statutory accounting obligations are completed in an accurate and timely fashion
3. Ensure financial data and systems are further developed and maintained to deliver high levels of integrity and control
4. Provide accurate and timely financial reports to Board on a monthly basis with HRH performance measured against agreed benchmarks
5. Continue to develop the financial skills of administrative staff through relevant training and development

**3. Resource Management**

1. Develop a capital plan that is linked to the long-term financial plans of HRH and current budget
2. Ensure regular maintenance programs and preventative maintenance programs are in place and reviewed regularly
3. Ensure Asset Register is maintained
4. For specific projects undertaken under HRH Master Plan, manage the administration of each project - reporting regularly to Board on plans, costs, tendering process and progress.
5. Ensure contract process is regularly reviewed
6. Provide advice and guidance to the Board on the procurement governance framework and any strategic procurement initiatives.
7. Ensure that all procurement activity is in accordance with strategies, policies, procedures and probity that comply with Health Purchasing Victoria policies and the requirements of the Health Services Act.

4. **Strategic Planning**

4.1 Development and implementation of HRH Business Plan both annual and long term to meet the Board's strategic objectives

4.2 Within the framework of the Board's Strategic Plan prepare a business case for review by the Board for each major initiative proposed

4.3 Monitor and report to Board on cost/benefit outcomes resulting from implementation of each strategic objective

4.4 Identify new and innovative primary health program opportunities

**5. Quality and Risk Management**

5.1 Ensure that all systems and processes are in place to meet the Aged Care Quality Standards, the National Safety and Quality Health Service Standards and that all other accreditation requirements relevant to HRH are maintained.

5.2 Ensure that risk management principles and practices are applied to

* + - Health and safety of employees and members of the public
    - Clinical processes and procedures
    - Non clinical processes and procedures
    - The environment
    - Physical security including theft and fraud risk
    - Information security
    - Regulatory and contractual issues
    - Regulatory and contractual issues

5.3 Maintain a Business Continuity Plan including contingency plans for crisis management

5.4 Ensure all policies, practices and procedures are properly documented, readily available and clearly understood by Management and staff

**6. Community and Public Relations**

6.1 Proactively enhance and develop relationships between HRH and funding providers within State, Federal and local Governments

6.2 Represent HRH to all levels of government, media and other groups as appropriate

6.3 Undertake an active and visible role in community activities to enhance the role of HRH

6.4 Undertake effective consultation to engage and encourage input from all community groups

6.5 Encourage and support community feedback on HRH to assist improve service and performance

1. **Governance**

7.1 Support good governance through recognising and supporting the roles and accountabilities of Board, CEO and Management

7.2 Develop and maintain relationships with Board members that are professional and respectful

7.3 Monitor, report and advise Board on issues that arise which will have significant implications on the operation of HRH

7.4 Report to Board on significant variations to budget and any actions taken

7.5 Provide advice and support to the Board to ensure statutory and legislative requirements are met.

7.6 Establish and maintain an effective internal control system in relation to financial management, performance and sustainability, including financial, operational and compliance controls.

7.7 Report to the Board on the effectiveness of these internal controls.

7.8 Ensure compliance with statutory reporting obligations detailed in the current versions of the Financial Management Act, Financial Management Compliance Framework and Standing Directions.

7.8.1 Notify (i) the Board and (ii) the responsible Minister of any significant issue of which the CEO is aware that has affected or may affect the agency’s or State’s financial management, performance, sustainability or performance.

7.8.2 The CEO must provide a compliance report to the Department by September 15th following the year reviewed. The compliance report must have been reviewed by the Audit and Risk Committee.

* 1. **Accountability**

8.1 Comply with the Victorian Public Sector Financial Management Framework in accordance with Standing Directions of the Minister and the Health Services Act.

* 1. Manage the HRH’s affairs in accordance with the delegation of authority set out in the Instrument of Delegation.
  2. Ensure that procurement decisions and processes are in accordance with the procurement governance framework.

**Key Selection Criteria**

1. Tertiary qualifications in health, business management or commerce (preferably with post-graduate qualifications in health, health management or a business related field).
2. Extensive leadership and senior management experience and demonstrated skills in the health sector with a proven ability to successfully lead organisational change, manage and motivate staff, promote the creation of a positive workplace culture, lead and manage compliance and develop teams of high performers.
3. A track record of success in the financial management of a health service and capacity to deliver strategic outcomes to a budget, combined with the operational ability to maximise an ongoing balanced financial position.
4. Demonstrated understanding of the health service industry, experience of Commonwealth and State health policies and programs and a detailed familiarity with Commonwealth and State health funding systems.  This will include a demonstrated capacity to deal effectively with the State government and a high ability to work comfortably in the complex governance environment of Health Services in Victoria and an understanding of Federal government processes.
5. Excellent understanding of principles of evaluation, clinical governance and risk management in a health service as well as a sound understanding of Public Health Governance and experience working with a Board of Management.
6. Ability to negotiate, advocate and work with a wide cross section of stakeholders in responding to health needs within a rural and regional community with established track record that demonstrates excellent relationship management.

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| **Infection Control:** | * Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. * The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, protocols, procedures and guidelines. |
| **Continuous Quality Improvement:** | * Each staff member is expected to demonstrate a commitment to best practice. * All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. * All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.   It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols. |
| **Person Centered Care:** | The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care. |
| **Just Culture:** | All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved. |
| **Privacy and Confidentiality:** | HRH is committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services.  In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.  Each employee has a responsibility to adhere to HRH’s Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action. |
| **Mandatory Training:** | All employees must be aware of and complete designated mandatory training within the required time frame. |
| **Safety:** | It is the responsibility of every staff member to:  * Take reasonable care for your safety and the safety of others while at work. * Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. * Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. * Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. * Complete all Mandatory training requirements as identified and directed. * Comply with the Occupational Health and Safety Act and all HRH OH&S online Policies and Procedures. |
| **Review:** | Completion of Performance Guidance and Development Plan on a yearly basis. |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Executive Officer

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chair

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_