

# Corporate Services Manager

Cohuna District Hospital



**COHUNA**  
DISTRICT HOSPITAL



# About Cohuna District Hospital

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Located on the banks of the majestic Gunbower Creek, just 10 minutes away from the Murray River and a 45 minute drive from the historic town of Echuca, Cohuna District Hospital (CDH) provides a range of inpatient, aged care and community based services. The Cohuna District Hospital (CDH) was established as a public hospital in 1952. The Health Service provides care for visitors and residents of Cohuna and the surrounding catchment area. In 1983, a community appeal raised funds for a nursing home, which was built adjacent to the hospital and opened in 1985.

## Our Vision

We are recognised for Excellence in Rural Healthcare

## Our Mission

To deliver best of available health and wellbeing services to our community

## Our Values

We share and demonstrate the common values of the Victorian Public health sector for all Victorians



## Our Strategic Practices

Services  
Workplaces  
Infrastructure  
Partnership  
Role



# About Cohuna District Hospital

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## Service Profile

**Acute** - Sixteen-bed hospital provides medical, obstetric, surgical and transitional care. Three dialysis chairs and an Urgent Care Centre ensure accessible high-quality health care for our patients.

**Residential Aged Care** - Sixteen bed residential aged care home providing twenty-four hour nursing care in a home like environment.

**Community Services** - District Nursing, Domiciliary Care, Social Support Group and home based Transitional care.

## Funding

CDH is funded by the Victorian Department of Health & Human Services which has allowed the hospital to diversify its services to include a mixture of bed based and community based services. The health service also receives funding directly from the Commonwealth Department of Health & Ageing for residential aged care and community based primary services.

## Accreditation Status:

Accredited with the Australian Council on Healthcare Standards (ACHS) until December 2022  
Accredited with the Australian Aged Care Quality Agency until October 2021.

## Future Plans

CDH has recently completed its Strategic Plan and Master Planning is in progress. CDH is about to start a capital upgrade of its Operating Theatre.



# Financial and Service Performance

	2020 \$	2019 \$	2018 \$	2017 \$	2016 \$
<b>OPERATING RESULT*</b>	155	(248)	182	(96)	(5)
- Total revenue	10,481	10,424	9,811	9,011	8,593
- Total expenses	11,075	10,671	9,832	9,151	9,146
- <b>Net result from transactions</b>	(594)	(248)	(21)	(140)	(553)
- Total other economic flows	(32)	(25)	(7)	13	25
- <b>Net result</b>	(626)	(273)	(28)	(127)	(528)
- Total assets	12,872	13,043	9,209	9,003	8,639
- Total liabilities	4,265	3,810	3,431	3,197	2,706
- <b>Net assets/Total equity</b>	8,607	9,233	5,778	5,806	5,933

\*The Operating result is the result for which the health service is monitored in its Statement of Priorities.

Reconciliation between the Net result from transactions reported in the model to the Operating result as agreed in the Statement of Priorities.

	2020
	\$000
<b>Net operating result *</b>	<b>\$155</b>
Capital purpose income	68
Specific income	0
COVID 19 State Supply Arrangements	
-Assets received free of charge or for nil consideration under the State Supply	8
State supply items consumed up to 30 June 2020	-2
Assets provided free of charge	0
Assets received free of charge	29
Expenditure for capital purpose	0
Depreciation and amortisation	-855
Impairment of non-financial assets	0
Finance costs (other) (not general finance cost)	3
<b>Net result from transactions</b>	<b>-594</b>



# CDH Staffing Profile

Hospitals Labour Category	JUNE Current Month FTE*		JUNE YTD FTE**	
	2017/18	2018/19	2017/18	2018/19
Nursing	40.54	41.72	38.55	40.92
Administration and Clerical	11.21	9.99	10.70	10.33
Hotel and Allied Services	16.08	16.54	15.38	16.14

Employment by Gender	Full Time	Part Time	Casual	Total	%
Females	12	65	30	107	89.9%
Males	2	3	7	12	10.1%
Total	14	68	37	119	

The FTE figures in the tables above exclude overtime and contracted staff (e.g. Agency nurses, Fee-for-Service, Visiting Medical Officers) who are not regarded as employees for this purpose.

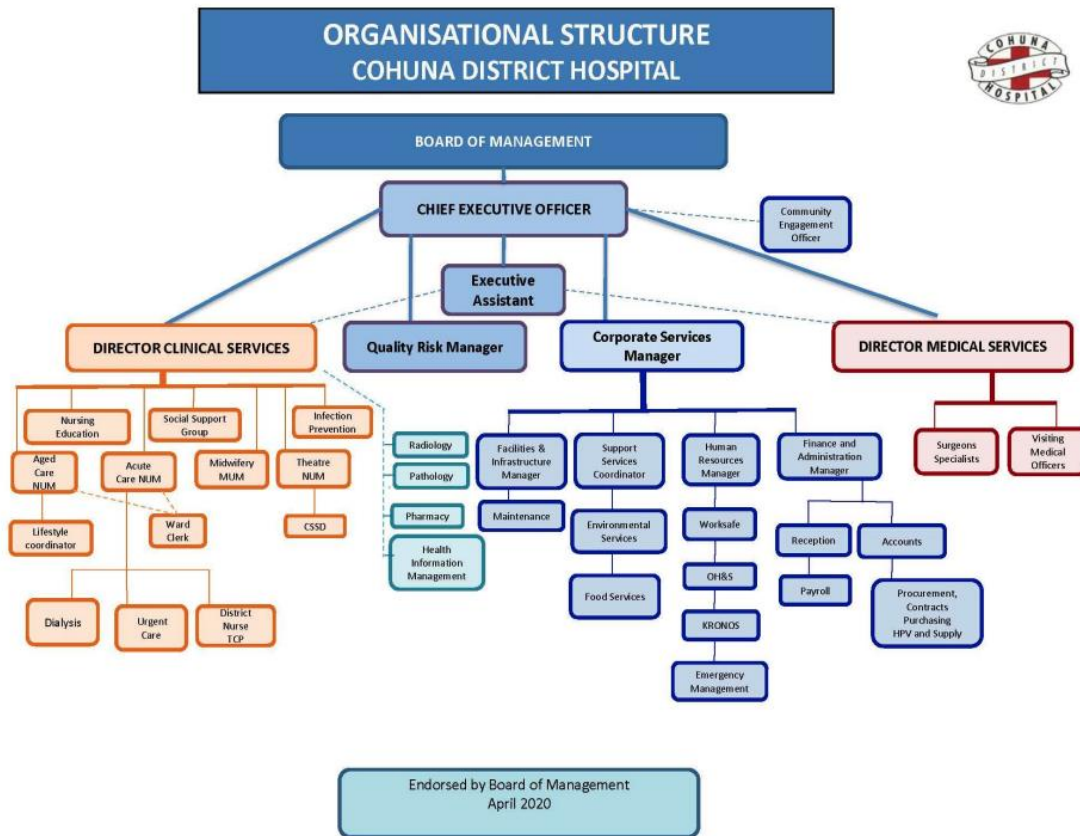
For additional information please refer to the Cohuna District Health website to view the:

- Financial Performance Report,
- The Quality Account,

<https://www.cdh.vic.gov.au/about/publications/>



# CDH Organisational Structure



ORGANISATION STRUCTURE



# Corporate Services Manager

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## POSITION SUMMARY

This role is to manage the corporate services functions of the Cohuna District Hospital (CDH) including Finance; Information Communication and Technology; Procurement; Human Resources, Fleet, Maintenance, Environment, Hotel and Catering Services.

This role will provide leadership and direction for the provision of quality corporate services; ensuring CDH legislative and policy obligations are met and work towards enhancing customer service capacity and operational efficiencies.

## Key Selection Criteria

### ESSENTIAL REQUIREMENTS:

- Tertiary Qualification in Commerce, Accounting, Management, Business or an equivalent discipline.
- Experience or translatable skillsets in a similar role in a health or service based organisation.
- Ability to lead and manage change to achieve desired outcomes.
- Well-developed written and verbal communication skills.
- An ability to work collaboratively to lead, supervise and motivate a diverse team.
- Knowledge of and/or experience in financial management of a complex service organisation, with preference given to the health care sector.
- Experience in quality improvement and meeting national standards.
- Ability to ensure that all functions within the directorate achieve standards and meet key performance indicators.
- Demonstrated record of achievement in service development.
- Current driver's license (an ongoing requirement to retain the position).

### OTHER SELECTION CRITERIA - Desirable knowledge, skills and aptitudes.

- Ability to lead and manage change to achieve desired outcomes.
- Knowledge of and/or experience in financial management and ICT of service organisations.
- Preference for knowledge of and/or experience in budget preparation and monitoring in public health care sector.
- An ability to work collaboratively to lead, supervise and motivate a diverse team.
- Post graduate studies in relevant area of practice



# Remuneration

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**Salary and Conditions:** an attractive remuneration package will be negotiated with the successful applicant

**Other benefits:**

Salary packaging available

## How to Apply

Applications should include the following information and be emailed to: [hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

1. Covering Letter that includes a statement addressing the Key Selection Criteria
2. Current CV
3. Completed Application Form (Available on the HRS web site)
4. Completed Application Form (Available on the HRS web site)

**Applications Close: June 11, 2021**

## Further Information

Jo Lowday  
Director  
0400 158 155

