

Position Definition	
Position:	Chief Executive Officer
Agreement:	
Classification:	
Position reports to:	Board Chair
Effective date:	
Approved by:	

Chief Executive Officer

The Yea & District Memorial Hospital (YDMH) is a small rural health service with a big mission. It provides acute, aged and community health care services to the Yea & surrounding western Murrindindi district communities. It has a 24 hour Urgent Care facility, 10 acute inpatient beds, and 25 aged care beds including both nursing home and hostel accommodation (Rosebank). YDMH also provides community-based services and facilitates the provision of co-located general practitioner services (the Yea Medical Centre) which provide in-patient care, and a range of allied health services.

YDMH has occupied its current location in Station Street, Yea since 1958. Yea is situated in regional Victoria, 100 kilometres north-east of Melbourne. The population of the township is approximately 1800 (2016 census). The total predicted population increase between 2016 and 2031 is 12% (Lower Hume Population Health and Wellbeing Profile, 2018) It lies at the junction of the [Goulburn Valley Highway](#) and the [Melba Highway](#), in the [Shire of Murrindindi](#) local government area.

Particular challenges faced by the Yea and district community include bushfire threat and chronic illness. The percentage of persons reporting asthma is the highest in the state, and the percentages of overweight/obesity and current smokers are also high. Cancer incidence is well above average, especially among males, as are avoidable deaths due to cancer ([Murrindindi - health.vic](#) <https://www2.health.vic.gov.au>). The YDMH catchment population includes a high proportion of persons aged over 65.

Organisational Context

Yea and District Memorial Hospital services have a strong focus on best practice, evidence-based clinical assessment, treatment and care with a strong emphasis on wellness and disease prevention.

YDMH partners with General Practitioners, other Hospitals, the three levels of government, local agencies and community members to achieve a relevant and comprehensive primary health care system.

As a small rural health service YDMH is funded by State and Commonwealth Government grants and other self-managed revenue activities. It is governed by a Board of Directors appointed by the Governor in Council on the recommendation of the Minister.

YDMH Vision – ‘An exceptional rural health service serving and engaging our local community’

YDMH Values – Integrity, Respect, Accountability, Responsiveness & Impartiality

Embracing these Values, employees are expected to work together as part of a co-operative, highly functioning team with a strong culture of respect, care, effective communication, and commitment to excellence. Staff are recognised for innovation and encouraged, and expected, to be flexible, multi-skilled and able to engage with a diverse range of individuals, multidisciplinary groups and community agencies. Employees are encouraged to undertake professional development activities in order to take on new responsibilities and challenges, and to develop the confidence and skills required to adapt to changes within the health landscape environment.

Position Summary

The Chief Executive Officer (CEO) is accountable for delivering the health care services offered by and through YDMH, contributing to the development, and leading implementation of YDMH strategy, leading YDMH staff and organisational culture, representing YDMH within government and the community and ensuring YDMH remains compliant at all times with the regulatory environment in which it operates.

Purpose and Scope

The CEO has overall responsibility for executive and senior leadership and driving a values-based and client-focused culture. This includes operational management and implementation of health service strategies in accordance with legislation, and policy and funding guidelines.

The CEO reports to the Chair of the Board of Directors and serves as a link between YDMH, the Department of Health and health care consumers and the Board of Directors.

Key Responsibilities and Duties

<p>Service delivery:</p>	<ul style="list-style-type: none"> • Accountability for attaining excellence in the delivery of health care that meets the needs of consumers • Ensuring activity targets are achieved • Ensuring the health service surpasses all relevant accreditation standards • Ensuring consumers and their families/carers are actively engaged in the planning and delivery of health care • Capacity to adapt to the changing needs and demands of the healthcare environment at short notice, through flexibility and responsiveness eg pandemic response, bushfires etc
<p>Organisational:</p>	<ul style="list-style-type: none"> • Develop productive relationships with relevant Government office-bearers, Government Departments and Agencies, Murrindindi Shire Council and other stakeholders to optimise benefits to the health service and the community. • Represent Yea and District Memorial Hospital in regional and State health planning initiatives, including in relation to health partnerships initiatives. • Demonstrate healthy and respectful commitment to important interdependent relationships e.g. Director of Clinical Services, General Practitioners. • Implement procedures that enhance the image and culture of the health service through the active promotion of its achievements and future opportunities via multiple media platforms. • Promote excellence and responsiveness in value-added community services as being the goal and responsibility of every employee. • Promote and support fund raising activities, including fostering and maintaining Auxiliary activity. • Achieve high levels of efficiency and economy through developing and maintaining links with relevant community groups and health service providers to optimise service delivery. • Engage with community groups and organisations regarding health, social and well-being issues.

Key Responsibilities and Duties	
Leadership:	<ul style="list-style-type: none"> • Develop and articulate the corporate identity of the health service to enhance its reputation and image as a prominent, innovative and cost-effective organisation. • Provide leadership which facilitates the achievement of individual and team potential and create a culture which values innovation and growth. • Develop and maintain a relevant and vibrant organisational structure which best supports the needs of YDMH • Ensure the delivery of high-quality care to patients, residents and other consumers of the health service. • Demonstrate integrity and transparency in decision making and business transactions. • Demonstrate a visible commitment to implementing and fulfilling the mission of YDMH. • Oversee and lead the implementation of key health service initiatives as articulated in the Strategic Plan. • Lead YDMH's participation in Statewide Health Partnerships initiatives. • Facilitate the development and implementation of professional development for all employees.
Management:	<ul style="list-style-type: none"> • Manage the development and implementation of the health service's strategic plan and underpinning business and operational plans. • Establish challenging and attainable performance indicators and targets reflecting innovation and growth. • Encourage employees at all levels to participate in the strategic planning processes and to contribute to achieving the health service's strategic targets. • Ensure sound risk management and compliance practice. • Ensure compliance with all relevant statutory obligations including Occupational Health and Safety and Equal Opportunities legislation.
Financial:	<ul style="list-style-type: none"> • Practise sound financial management to ensure <ul style="list-style-type: none"> ○ strategic targets are met within agreed budgets ○ efficient and viable service is provided ○ all revenue generating opportunities are optimized. • Be accountable for the financial performance of the health service. • Together with the Chief Financial Officer provide timely, relevant and accurate reports to the Board of Directors. • Ensure external financial reporting is accurate and in accordance with relevant legislation and policy and funding guidelines. • Develop financial budgets in conjunction with the Chief Financial Officer.

Core Competencies, Attributes and Capabilities	
Clinical/professional:	<ul style="list-style-type: none"> • Strong background in a health-related field
Client orientation:	<ul style="list-style-type: none"> • Consumer focused
Interpersonal:	<ul style="list-style-type: none"> • Strong interpersonal skills and the ability to relate well to all stakeholders
Leadership:	<ul style="list-style-type: none"> • Proven leadership at a senior level with demonstrable outcomes
Management:	<ul style="list-style-type: none"> • Effective management skills across a range of specialties and teams
Computer:	<ul style="list-style-type: none"> • IT literacy skills that contribute to high quality outcomes

Core Competencies, Attributes and Capabilities

Others (specify):

Not applicable

Financial:

- Demonstrated financial management skills in multifaceted organisations

Key Selection Criteria

Mandatory:

Successful applicants are required to provide certified copies of the mandatory qualifications listed in this section.

- Tertiary qualifications in commerce, business management or health (preferably with post-graduate qualification in business and health service management or administration).
- Extensive leadership and senior management experience in the health sector (including membership of a relevant professional organisation).
- 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.
- Strong leadership skills with a proven ability to successfully lead organizational change, manage and motivate staff, promote the creation of a positive workplace culture and develop teams of high performers.
- 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.
- A track record of success in the financial management of a health service, combined with operational ability to maximise an on-going balanced financial position.
- High level interpersonal skills including the ability to build and maintain rapport and effective relationships with a broad range of stakeholders.
- Satisfactory National Police Certificate

Desirable:

- Financial management qualifications and / or relevant experience
- Experience in Human Resource Management

Conditions of Employment

Remuneration:

- It is anticipated an appointment will be made on a substantial part-time basis, with a minimum of a 0.6EFT equivalent basis. There is some flexibility as to the fractional nature of the appointment.
- The employee will be appointed in accordance with the Department of Health's Health Executive Employment and Remuneration Policy and Guideline Rates.
- Salary Packaging is available for permanent and fixed term employees, in accordance with prevailing legislation and YDMH Policy.

Location:

Yea & District Memorial Hospital, 45 Station St, Yea, 3717

Hours of duty:

Hours of duty will be flexible, through agreement with the Board Chair, but in aggregate will equate to the fractional term of appointment.

Conditions of Employment

Pre-employment checks:	<p>A National Police Certificate is mandatory. In accordance with YDMH Policy, relevant convictions will be taken into consideration when considering applicants for this position.</p> <p>All employees of YDMH must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment.</p> <p>YDMH employees who are engaged in direct client care are required to complete the YDMH Staff immunisation record form, confirming their consent to receive or declaration that they have received the recommended vaccinations.</p>
Probationary period:	Confirmation of new employees to YDMH is subject to a 6-month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Responsibilities and Duties. This probationary period is regarded as an extension of the interview process.

Acknowledgement

Position Descriptions may be modified from time to time in accordance with YDMH Policy, relevant Awards, Agreements or Legislative amendments.
Awards and Agreements may be modified or replaced in accordance with the Fair Work Act 2009.

I acknowledge:

- That I have read and fully understand the Position Description.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Yea and District Memorial Hospital 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: _____ / ____ / ____

Board Chair: _____ / ____ / ____

Validated by:	Board of Directors
Reviewed:	
Review Date:	August 2021

Yea & District Memorial Hospital is an equal opportunity employer who respects the diversity within our world and is inclusive of our community's diversity including Aboriginal and Torres Strait Islander people, Lesbian, Gay, Transsexual, Bisexual and Intersex, varying age groups, cultural backgrounds and abilities.