**Position Description**

**Director Corporate Services & Chief Procurement Officer**

**JOB TITLE**

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| **Position** | Director Corporate Services & Chief Procurement Officer |
| **Classification** | Manager & Administrative Worker Grade 8 (HS8) |
| **Award** | VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT 2016-2020 |
| **Performance Appraisal** | Initial review at six (6) months, then annually. |

**GREAT OCEAN ROAD HEALTH**

Great Ocean Road Health is a rural public health service that has campuses at Lorne and Apollo Bay in South West Victoria. Our community members are offered acute hospital beds, residential aged care beds, a renal dialysis unit (Lorne), a 24 hour urgent care service, medical centres, community health care and in-home support services. Great Ocean Road Health was formed in 2019 with the amalgamation of Lorne Community Hospital and Otway Health.

**VISION**

Great care for our community.

**VALUES and BEHAVIOURS**

* **Professional:** We deliver excellent, confidential, reliable and safe service with integrity to the community. We are dynamic, innovative and adaptable in responding to changing health and social environments. We deliver person-centred care and are welcoming and equitable to all people engaging with the service.
* **Integrity:** Westrongly adhere to moral and ethical principles. We act with sound moral character and honesty. We earn trust through professional behaviour. We are loyal to colleagues and the organisation.
* **Respect:** We value the qualities, beliefs and abilities of individuals. We have empathy and compassion. We encourage, support and nourish self-esteem. We positively assist learning and development. We are consultative; providing a non-judgmental, accepting environment where needs are acknowledged and considered.

* **Accountability:** We are responsible for the quality of care, services and teamwork. We transparently report and explain. We are responsible for the consequences resulting from our actions.

**POSITION BACKGROUND**

Great Ocean Road Health’s priority is to work with its client base and community to strengthen the community and ensure that people are well supported and able to improve and enhance their wellbeing.

The Director Corporate Services will be responsible for providing leadership, management and efficiencies of the corporate services division.

**KEY RESPONSIBILITIES**

RESPONSIBILITY AREA 1: **Organisational Responsibilities**

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| **ROLE SPECIFIC TASKS** | **MEASURES** |
| Organisation Culture | * To understand and adopt GORH values in all areas of responsibility with attention to consumer focus, teamwork and community orientation.
* GORH strongly supports Equal Opportunity and Access to Services, and expects all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, sexual diversity and orientation.
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| Occupational Health and Safety  | * Proactively take responsibility for your own health and safety and for the health and safety of anyone else who may be affected by our acts or omissions in the workplace.
* Understand and proactively work within Occupational Health and Safety Acts, regulations and codes of practice.
* Minimise exposure to incidents of infection/cross-infection of patients, residents, staff, visitors and the general public by adhering to the organisation’s Infection Control policies and procedures, including compliance with GORH vaccination program
 |
| Risk Management | * Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained.
 |
| Management and Control | * Ensure all activities are within the approved policies, legal and ethical framework of the organisation.
* Understand and take responsibility to work within the delegations of authority.
 |
| Quality Management | * Report incidents on the incident reporting system.
* Lead or participate in quality activities in ensuring that opportunities for improvement are actively explored and best practice is achieved.
* Understand the quality standards and accreditation requirements relevant to the role and ensure systems and processes are consistent.
* Partner with patients, carers and other consumers in activities to improve the safety and quality of care.
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| Professional Development | * Ensure skills are up to date and in accordance with best practice guidelines.
* Keep up to date with changes in Policies and Procedures.
* Ensure all mandatory LMS training is undertaken within all required timeframes.
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| Child Safe | * Demonstrate an understanding of Child Safe Standards and comply with the Great Ocean Road Health Child Safe – Code of Conduct.
* A current Working with Children Check may be required for Great Ocean Road Health Employees
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| National Criminal History Check | * A current National Criminal History Check is required for Great Ocean Road Health Employees.
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| General Statement of Duties  | * Perform the inherent responsibilities of the position and other related duties as directed and assigned to you, having regard to your skills, qualifications, training and experience, to contribute to meeting client and community needs and program requirements.
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RESPONSIBILITY AREA 2: **Clinical Practice / Professional Practice**

Great Ocean Road Health strives to deliver the highest level of care possible. To enable this to occur, all personnel need to develop and maintain appropriate professional behaviours in all areas of practice. This covers both clinical and non-clinical workplaces, and is the physical manifestation of the Great Ocean Road Health values.

***Clinical –***

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| **ROLE SPECIFIC TASKS** | **MEASURES** |
|  | Not Applicable |

***Professional –***

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| **ROLE SPECIFIC TASKS** | **MEASURES** |
| **Leadership/team management*** Communicate the policies and decisions of the Board and the CEO to all staff and the community (as appropriate), ensuring the Organisation view is promoted positively and is implemented efficiently and effectively.
 | * Communication is robust and relevant staff are fully informed.
 |
| * Policies and procedures are documented and reviewed for all responsibility areas across the organisation.
 | * Ensure that relevant policies and procedures are reviewed in a timely manner.
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| * Contribute to the development of Great Ocean Road Health Strategy, strategic plan, service plan and annual business plan as required and co-ordinate the submission of Health Service Reporting Requirements.
 | * All documents and data are submitted on time.
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| * Ensure corporate services staff participation in the operational planning processes and their commitment to the achievement of Great Ocean Road Health’s strategic targets.
 | * Strategic plan goals and actions are completed on time.
 |
| * Develop, communicate and implement systems, processes and structures to improve performance and reduce costs, which lead to overall efficiency and effectiveness of Great Ocean Road Health.
 | * Costs are managed within benchmarked norms.
 |
| * Ensure sound risk management practices are implemented and monitored throughout the Health Service in accordance with the Australian Standards.
 | * Risk register is maintained with staff and Board input and all relevant risks have a mitigation plan.
 |
| * Within the Delegation of Authority, participate in the recruitment, engagement, discipline and termination of employees of the Division.
 | * A full complement of appropriately trained and qualified staff are in place.
 |
| * Conduct annual performance appraisals of staff that directly report to the position and ensure all corporate services staff members have a position description and key performance objectives, which are reviewed annually.
 | * Completion of annual performance reviews.
 |
| * Take a leadership role in the day to day site operations of Apollo Bay campus.
 | * Apollo Bay campus operates effectively and safely.
 |
| **Corporate/Financial Management*** Develop finance organisational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organisational objectives.
 | * Financial results are achieved in line with budget and any deviation is accompanied by a financial rectification plan.
* Business cases are developed for approval as required.
 |
| * Ensure staff are provided with information required to develop accurate budgets for submissions.
 | * Ensures prudent and effective financial management in compliance with all statutory and legal requirements.
 |
| * In conjunction with the Management Team, oversee the development of annual budgets and financial plans. Monitor the daily financial operations and regular reporting of actual results against budget for Great Ocean Road Health. Oversee the coaching and mentoring of staff to develop and monitor budgets for their own programs.
 | * Budgets are developed accurately and submitted on time. Actuals are monitored against budget and interventions made as required.
 |
| * In partnership with Division staff, practice sound financial management to ensure strategic targets are met within agreed budgets, efficient and viable corporate services are provided and all revenue-generating opportunities are optimised.
 | * Financial results are achieved in line with budget and any deviation is accompanied by a financial rectification plan.
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| * Oversee payroll function and ensure there is accuracy and timely payments made.
 | * Audits demonstrate payroll is accurate.
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| **Procurement Management*** Be the accountable ‘Chief Procurement Officer (CPO)’ including providing advice to CEO on procurement process and take carriage for the strategy.
* As CPO lead the Procurement organisation across GORH, including all Business Units, for all direct and indirect sourcing and procurement.
* Responsible for material deflation, indirect savings and supplier development and performance, including quality and lead time reliability.
* Implement best practice procurement capabilities and organisational development, leading GORH with a centre-led regional/state construct. Where possible, sourcing and procurement activities driven from a regional/state perspective to continue to maximize leverage and overall effectiveness of supply.
* Establish the Governance body or Project Committee that vets strategic procurement documents, procurement plans, procurement capability, procurement policies and procedures for the organisation.
 | * HPV procurement requirements are met including setting procurement strategic vision, operational planning, and execution.
* Established supply management and partnerships with the GORH business units (BU), undertaking sourcing and procurement processes, systems, and results across the enterprise to include strategy development and implementation, common process definition and deployment, procurement organisational development and leadership, and delivery to support the company’s business model, strategies, and financial operating plans.
* Where local/regional requirements dominate for practical reasons, establish excellence to apply best practices locally. Due to the complexity and diversity of GORH’s regional locations, multiple matrix structures are in place and operated within effectively.
* Driven change across the organisation, and, in partnership with BU leadership and strategic suppliers, to move GORH to the next level of sourcing and procurement results, while incorporating the best practices already in place within certain parts of the organisation and providing the thought leadership to adapt new best practices.
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| **Human Resource Management*** Ensure effective human resource management practices are implemented and monitored in line with relevant legislation.
 | * Compliance with all HR legislation in robust
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| **Project Management, Grants, Fundraising & Second Sails*** Identify and implement projects that will improve the financial viability of Great Ocean Road Health.
 | * Projects are identified, resourced, implemented, evaluated and acquitted by due dates.
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| * Oversee the sourcing and acquittal of appropriate grants in line with strategic plan.
 | * Grants are sourced, applications made and communicated by due dates.
 |
| * Oversee the coordination of internal resources and third parties/vendors for the implementation and management of projects across the organisation.
 | * Measure project performance using appropriate systems, tools and techniques.
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| * Oversee the development of project scopes and objectives, involving all relevant stakeholders and ensuring technical/financial feasibility.
 | * Ensure the establishment and implementation of an effective risk management process to minimise project risks.
 |
| **IT/SWARH relationship*** Liaise with SWARH to ensure the provision of IT services through the alliance
 | * IT and SWARH supports are strong
 |
| * Oversee IT related projects
 | * IT projects are delivered on time and on budget
 |
| **Support Services*** Oversee the functions of support services including catering, cleaning and facilities maintenance.
* Oversee the purchase or leasing and maintenance of vehicles.
 | * Support Services operate effectively
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| **Executive Administration team*** Oversee the functions of the Executive Administration team
 | * Executive Administration team operates effectively
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RESPONSIBIITY AREA 3: **Information Management (inc Communication & Documentation)**

Great Ocean Road Health understands the need for effective communication and rigorous documentation in the delivery of health care. How we manage information within the organisation is crucial for our customers trust, our reputation in the wider community and how they perceive Great Ocean Road Health.

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| **ROLE SPECIFIC TASKS** | **MEASURES** |
| * Ensure the preparation and presentation of the Annual Report of Operations within set timelines.
 | * Annual report is prepared and submitted by due date.
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| * Oversees the preparation and collation of information for internal and external auditors.
 | * Information provided to contract accountant is within designated timeframes.
 |
| * Ensures CEO is kept informed of all variations to usual practice in financial activities.
 | * Financial Management Compliance Framework self-assessment is completed one month prior to the due date each year.
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| * Oversee the preparation of spreadsheets of financial comparisons as requested by the CEO.
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| * Oversee compliance with the Financial Management Compliance Framework.
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| * Oversee the monitoring and reporting on financial performance through the measurement and analysis of results, initiating corrective actions and developing improvements; minimising the impact of variances.
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**SCOPE OF PRACTICE**

The Director Corporate Services will be limited to:

* Operating within the Instrument of Delegation approved by the Board.
* Operating in accordance with this Position Description, Legislation, By-Laws, Budget Allocations and all organisational Policies and Procedures.
* Provide leadership and direction for the provision of operational and finance services (including payroll), including Information Technology, Projects and Grants, Support Services (including catering, cleaning, facilities and maintenance), Human Resources and Second Sails Opportunity Shop.
* Contribute to ensuring that Great Ocean Road Health fulfils its obligations under the Health Services Act, Financial Management Act and other relevant legislation.
* Maintain productive relationships with Government Departments and other external Agencies, public groups and members of the community.
* Identifies and implements projects that will improve the financial viability and quality of GORH.
* Support the CEO in ensuring accountable management in all aspects of the organisations operations including being prepared to deputise in the CEO role.
* Activities described within the position description
* Other activities as agreed with Line Manager

**ORGANISATION CHART**

Reports to: Chief Executive Officer

Supervises: Staff in the following units:

* Executive Admin Team
* Support Services including catering and facilities
* Human Resources & OHS
* Grants, Projects, Fundraising including Second Sails
* IT (SWARH) relationship
* Finance/Payroll
* Second Sails Opportunity Shop

External Liaisons: Community Organisations

 Government Departments

 Visitors to Otway Health

 Local Government and Other Authorities

 Tertiary Institutions

 Local Schools

 Professional Associations

Internal Liaisons: All Great Ocean Road Health staff

**REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE**

1. Essential Education:
* A tertiary qualification in an appropriate discipline with relevance to this position.
1. Essential Requirements:
* Proven experience in a senior leadership role.
* Demonstrable competency in strategic planning and business development.
* Current experience in managing and providing leadership to a multi-disciplinary team in a public sector community and/or health services environment.
* Demonstrated experience in corporate organisational structures and the capacity to work effectively in a corporate management team.
* Demonstrated experience in Financial Management knowledge.
* Demonstrated understanding of business functions such as HR, Finance, facilities management etc.
* Demonstrated excellent written and oral communication skills, including the capacity to influence and negotiate in a sensitive and effective manner.
* Demonstrated project management skills and expertise.
* Proven understanding of the application of continuous improvement programs and leading practice.
* Ability to lead and motivate people, and to adopt an innovative approach in relation to responsive service provision.
* Ability to manage conflict in a sensitive and effective way.
* A demonstrated ability to establish and maintain positive and productive relationships with all internal and external stakeholders.
* Aptitude in decision-making and problem-solving
1. Desirable Skills:
* Nil Specified

**PERFORMANCE STANDARDS**

Evidence of completion of competencies relating to your current role.

**AGREEMENT**

**Pre-Employment Health Declaration**

**Prior to any person being appointed to this position, it will be required that they disclose full details of any pre-existing injuries or disease suffered, or existing injuries or disease that a person continues to suffer of which they are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment**.

 \_ Date \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature

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 Employee Name (please print)