



# Candidate Information

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Chief Executive  
Officer

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**PORTLAND**  
DISTRICT HEALTH

*Our Community  
Your Health*





# About Portland District Health

Portland District Health provides an integrated health service which comprises acute, primary health and aged residential care service.

Our health service provides:

- 24-hour, 7 days a week Urgent Care Centre (Emergency Department)
- 69 registered inpatient beds
- 2 operating theatres
- 8-bed day procedure unit, Plus Chemotherapy / Dialysis / Sleep Studies
- 30 bed residential aged care facility (Harbourside Lodge)
- Comprehensive range of Primary Health, Community and Home Care services
- GP Superclinic (Active Health Portland)
- PDH Specialist Centre (visiting specialist centre)
- Portland District Health is accredited with the Australian Council on Healthcare Standards, the Aged Care Standards and Accreditation Agency Ltd, and Home and Community Care National Service Standards.
- PDH has an operating budget of around \$52.6m and employs approximately 475 staff (315 EFT)

## OUR VISION

**'Our Community, Your Health'**

Our Values:

- **Wisdom.** we use Knowledge, Experience and Understanding to make the decisions that matter.
- **Compassion..** We care about people - their safety matters above all else. Every person's needs are different and is respected. Our service quality is second to none.
- **Courage.** We are fearless and courageous in making things happen, embracing opportunities and creating solutions.



## Living in Portland

Portland is considered “Victoria’s Birthplace” because in 1834 Victoria’s first permanent European settlement was established. Portland’s European history began with whalers and sealers who seasonally inhabited the area.

Portland is the largest city in the region, yet it has the charm of a large country town, set by the sea, with all the modern amenities. The city revolves around its deep-water port, however tourism is increasing in the area as the many attributes of the south west are discovered.

The Portland area encompasses the spectacular scenery of the 3 bays – Portland Bay, Bridgewater Bay and Discovery Bay. Cape Nelson Lighthouse, built in 1884, is perched on the tip of Cape Nelson overlooking Portland Bay and the treacherous southern ocean. Bridgewater Bay is significant for its wonderful beaches, seal colony, and Petrified Forest, while the mountainous sand dunes of Discovery Bay will leave you spellbound.

Some of Portland’s other attractions include:

- The Portland Cable Tram;
- The Portland Botanical Gardens – One of the first public gardens to be established in Victoria and feature a bluestone Curator’s Cottage, croquet lawns and 1300 dahlias planted each year;
- Fawthrop Lagoon – A permanent wetland area set in natural bushland on the city fringe. It is home to many birds, plants and aquatic life as well as having an excellent walking track;
- A lavender farm and wineries from the Henty Wine region;
- The WWII Memorial Lookout Tower – Built in an obsolete water tower, the museum displays memorabilia connected to the war and its many steps will lead you to a fantastic 360 degree view of Portland;
- Portland’s Powerhouse Motor and Car Museum – the 4th largest in Australia has a unique collection of veteran, vintage and classic cars, motorbikes, tractors and engines.



## About The Role

The role of the Chief Executive Officer is to lead Portland District Health (PDH) to become a best-practice rural health service by delivering high quality, efficient and effective services in partnership with sub-regional and regional health services to meet community needs while being responsive to government policy.

The CEO's:

- Principal functions are to manage PDH in accordance with financial and business plans, strategies and budgets developed by the Board and other instructions of the Board.
- Is responsible for the organisation's day-to-day operational management.
- Authority is detailed in the Instrument of Delegation which is reviewed annually by the Board.
- Formulates and implements policies in accordance with the directives of the Board of Directors.
- Utilises Quality Assurance and Clinical Risk Management processes to ensure the organisation operates with an emphasis upon the provision of the highest quality of services to clients, patients, residents, and the community.
- Provides a high-level health, safety, and wellbeing environment for PDH's staff (approximately 300 FTE, 450 headcount), patients, residents, and the community.
- Ensures that PDH is a responsive and responsible partner with sub-regional and regional health services including but not limited to Barwon Health, South West Health Care and North West Health.
- Has delegation for all decisions in respect to HR matters up to and including the appointment of executives.



# Key Selection Criteria

## Qualifications

### Essential:

- A tertiary qualification in commerce, business management, or health administration.

### Desirable:

- A post graduate qualification in business administration or other relevant area.

## Experience and/or Specialist Knowledge and Skills

### Essential:

1. Substantial demonstrated experience of managing high quality health services, achieving KPIs, meeting budget targets and being able to adjust to increasing financial pressure.
2. A proven history of high order leadership skills in a complex organisation.
3. The ability to engage and motivate staff, including clinicians, nurses, midwives, and allied health professionals to embrace change in response to fiscal constraints, clinical governance, policy directions, developments in “best practice”, community needs and culture.
4. Excellent relationship-management skills with internal and external stakeholders, including developing formal and informal partnerships with sub-regional and regional health services.
5. Demonstrated capacity to motivate, engage and maximise the performance of the Executive team, stimulate constructive debate and support colleagues in their contribution to and achievement of organisational objectives.
6. Demonstrated ability to define and clearly communicate vision and future strategy and to ensure the vision is effectively translated into clear business goals and objectives.
7. Demonstrated ability to think commercially and identify ways to manage growth and contain costs.
8. Understanding of all aspects of capital investment in health infrastructure from reviewing existing facilities, identifying, and assessing options, business case development, procurement, project management and strategic oversight of delivery.
9. Understanding and ability to work comfortably in a rural setting.

### Desirable:

10. Understanding and ability to work constructively in the complex governance environment of public health services in Victoria.

# Remuneration

The role is Full Time

A fixed-term three (3) year HEER contract (Group 3) with a competitive remuneration package dependent on experience and qualifications will be negotiated with the successful applicant.

The TRP is inclusive of:

- Base Salary
- Superannuation

Other benefits:

- Salary packaging benefits
- Relocation support

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## How to Apply

Applications should include a:

- Covering Letter
- Current CV
- Statement addressing the Position Requirements and Key Selection Criteria; and
- Completed Application Form (available on the HRS website).

Applications can be lodged online via the HRS web site or by email at:

**[hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)**

**Applications Close: March 15th, 2024**

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## Further Information

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The kind of  
expertise that  
only comes  
from years of  
experience.

