

Position Description

Effective from: August 2024

Position Title:	Chief Executive Officer
Service Location:	Portland District Health – 141 Bentinck St Portland
Division	Executive
Reports To:	Board of Directors, Portland District Health
Direct Reports:	Chief Financial Officer (vacant) Executive Director of Corporate Services Executive Director of Medical Services Executive Director of Nursing Executive Director of Primary Care Services Executive Director of Quality and Safety (vacant) Executive Assistant SWARH Joint Venture
Risk Assessment – Aged Care Quality Standards	This role has been assessed as a risk assessed role under the NDIS (Practice Standards – Worker Screening) Rules 2018
Position Requirements: <i>(tick required)</i>	Mandatory: (all roles) ✓ Police Check ✓ 3 x Covid 19 Role Specific: (Risk Assessed) ✓ NDIS Work Screening ✓ Drivers Licence
Immunisation Category:	Category C - Recommended - Measles, Mumps, Rubella
Key Contacts:	Relevant government departments All Portland District Health external community and organisation stakeholders All key regional partners and stakeholders
Classification/Grade:	Victorian Health Executive Employment and Remuneration (HEER) Policy
Probation Review:	During the first six months of employment.
Performance Review:	Annual requirement. Note: Year 1 will be six months post satisfactory probation and thereafter by the anniversary date.
Our Purpose and Values	
OUR Purpose	You as a consumer, have lifelong care when and where you need it. You get care that's best for you You and your family are the healthiest possible
OUR Values	ORGANISATIONAL – What we stand for Togetherness Courage Optimism OPERATIONAL – How we do our work CARE: Compassion ... Accountability ... Respect ... Excellency

Overview

Established under the Health Services Act 1988, Portland District Health today stands as a modern Public Health Service evolving from the amalgamation of the Portland and District Community Health Centre and Portland and District Hospital on 1 July 2003.

Portland District Health provides an integrated health service comprising acute, primary health, and residential aged care service. Our health service provides:

- Twenty-four hour, seven days a week Urgent Care Centre
- Sixty-nine registered inpatient beds
- Two operating theatres
- Eight-bed day procedure unit, Plus Chemotherapy / Dialysis / Sleep Studies
- Thirty 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 \$51.7m and employs approximately 436 staff (290 EFT).

Role

The role of the Chief Executive Officer is to lead Portland District Health 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 responsibility is to work with the Board, Department of Health, and community to implement PDH's Strategic Plan.

The role will ensure clinical, administrative and financial frameworks underpin service delivery and comply with relevant legislation, standards and governance systems. The CEO is responsible for the day-to-day operational management of PDH Health and works in accordance with the delegations provided by the Board.

Key Performance Indicators

Shapes strategic thinking

- Creates vision
- Inspires
- Leads and influences change

Achieves results

- Achieves and delivers results
- Drives organisational effectiveness
- Assumes accountability

Forges relationships and engages others

- Establishes and maintains strategic networks
- Communicates clearly and adapts to audience
- Promotes information sharing and the gathering of knowledge

Exemplifies personal drive and professionalism

- Models PDH's value
- Engages with risk and shows personal courage
- Promotes and integrates diversity into the workplace

Drives business excellence

- Builds team and individual capability and expertise
- Predicts and plans for future organizational needs
- Promotes safety and quality

Duties List

Leadership

- Working with the Board, develop the vision, mission statement and values of the organisation with key internal and external stakeholders.
- To ensure PDH continuously strives to improve the quality of its the health services and to foster innovation.
- Promote a performance culture focussed on the delivery of key financial and quality operational outcomes.
- Foster an organisational culture of excellence, innovation, positive and collaborative people management and a commitment to clinical excellence.
- Build trust and commitment amongst staff by ensuring communication of our values and objectives and effectively manage our people so that PDH is acknowledged as a great place to work.
- Contribute to and implement strategic direction from the Board of PDH and ensure that the Board is kept up to date with progress against the Statement of Priorities (SOP) and other approved plans and KPIs.
- Provide leadership and support for direct reports, monitor their performance, and ensure that they receive appropriate performance improvement and professional development opportunities.

Planning

- Prepare material for consideration by the Board including statements of priorities, strategic plans, business plans, strategies, and budgets.
- Ensure that the Board's decisions are implemented effectively and efficiently throughout PDH.
- Contribute to the development and implementation of integrated health service plans within the community.
- Develop, disseminate, and implement the Strategic Plan in partnership with the Board and key stakeholders.
- Ensure the development and implementation of business plans and service development strategies to achieve the Strategic Plan.
- Develop, disseminate, and implement policies in keeping with the vision, mission and values, and statutory and regulatory requirements.
- Ensure the development and implementation of programs to maximise organisational effectiveness and efficiency.

Collaborative relationships

- Be an effective advocate for PDH with the Department of Health and Ambulance Services, other relevant agencies, and the Government generally through working collaboratively with these agencies on issues of mutual interest and concern.
- Promote community engagement, participation, and consultation consistent with Government policy.
- Develop formal partnership agreements with relevant agencies in Southwest Victoria to quantify service provision, strengthen partnerships and identify opportunities.

Service delivery that meets community needs

- Implement effective and accountable systems to monitor the quality and effectiveness of PDH's services.
- Ensure Government policy objectives are met.
- Deliver the outcomes identified in the SOP as agreed between PDH and State Government
- Ensure that the service standards of all relevant agreements are met.
- Ensure equitable access to health services based on clinical need.
- Pursue coordinated and integrated systems of care that are consumer focussed and consistent with the priorities of the organisation.

Financial management

- Prepare strategies, business plans, performance plans and budgets for approval of the PDH Board.
- Ensure prudent and effective financial management in compliance with Board and legal requirements
- Approve and where appropriate recommend remuneration for executive staff members.
- Ensure that PDH uses its resources in an efficient and effective manner.
- Ensure that resources of the Victorian public hospital sector generally are used effectively and efficiently.

Quality management

- Respect the needs and views of patients, residents, and other users of PDH services.
- Create a culture of continuous improvement designed to monitor, maintain, and improve the quality of all services within the constraints of available resources and consistent with achievable goals.

- Ensure appropriate quality accreditation processes are identified, utilised, and achieved.

Risk management

- Ensure key clinical, financial, and organisational risks are identified and systems and controls are in place to manage the risks within Board endorsed tolerance levels.
- Inform the Board, the Secretary, and the Minister without delay of any significant issues of public concern or significant risk affecting the health service.

Equal employment opportunity

- Create a just employment environment where every staff member is treated fairly and equitably and is not subject to any form of discrimination or harassment.
- Ensure compliance with the Victorian Charter of Human Rights and government guidelines.

Occupational health and safety

- Create a working environment where all employees and consumers are as safe as practicable.
- Ensure organisational compliance with Occupational Health and Safety legislation

Generic responsibilities

- Exhibit a commitment to PDH Values.
- Undertake special projects or reports required by the Board on a wide range of issues.
- Report all incidents through the incident management system.
- Practice in accordance with the relevant health care or industry standards.
- Complete mandatory training and education
- Comply with relevant PDH policies and procedures.
- Participate in quality improvement activities.
- Perform all other duties as directed within the limits of skill, competence, and training to maximise flexibility and effectiveness.

Key Selection Criteria

Mandatory:

- Satisfactory National History Criminal Check prior to commencement of employment (less than 6 months old)
- Satisfactory National Disability Insurance Scheme (NDIS) Worker Screening Check prior to commencement of employment
- Evidence of full immunisation against Covid-19
- Immunisation in accordance with Infection Control Guidelines
- A current Drivers Licence

Qualifications

Essential:

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

Desirable:

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

Selection criteria:

1. Demonstrated extensive experience of managing high-quality health services ensuring the delivery of exceptional consumer care and experience, achieving KPIs, meeting budget targets and being able to respond to increasing financial pressures.
2. A proven history of high order leadership skills while operating in complex internal and external environments.
3. Demonstrated ability to communicate a strategic plan to ensure its vision and intent are effectively understood as clear business goals and objectives.
4. Understanding and ability to work constructively in the complex governance and policy environment of public health services in Victoria.

5. Demonstrated ability 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. The demonstrated 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.
7. Excellent relationship-management skills with internal and external stakeholders, including government as well as developing formal and informal partnerships with sub-regional and regional health services.
8. Demonstrated ability to think commercially and identify ways to manage growth and contain costs.
9. 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.
10. Understanding and ability to work comfortably in a rural and regional setting.

Occupational Health and Safety (OH&S)

Under the OHS Act, employers have a responsibility to protect the health and safety of their employees while at work. Employers may put in place procedures and work practices and provide information, training and supervision to meet that responsibility. Portland District Health Employees are expected to support and comply with safety mitigation by:

- Following the workplace safety policies and procedures
- Attending health and safety training follow the instructions and advice provided
- Using equipment supplied by the employer, such as, but not limited to, adjustable workstations or personal protective equipment [PPE] such as safety boots, hearing protection or high-visibility vests as instructed
- Work in a safe manner always, take reasonable care to not affect others health and safety
- Seeking guidance and direction on safe use of new equipment and modified work practices
- Reporting incidents via Victorian Health Incident Management System [VHIMS]
- Assist in the prevention of risks and hazards to workplace health and safety by notifying immediately of any hazards.

Infection Control/Immunisation

An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of all employees. All employees have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position description and to always adhere to the organisation’s Infection Control Prevention and Control policies and procedures.

NB: Persons born before 1966 do not require screening for MMR & Varicella

Education

Portland District Health is committed to education. All employees have a responsibility to undertake their own professional development and actively participate in the education of others. Mandatory Education is compulsory. Inter-professional education is strongly encouraged and supported and is integral to our organisation.

Health and Wellbeing

The health and wellbeing of employees is a priority for Portland District Health. Portland District Health provides an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.

Portland District Health requires all employees to commit to:

- Gender Equity
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Demonstrate our values and approved above line behaviours
- Abide by the Aged Care Code of Conduct

<ul style="list-style-type: none"> Promote a safe working environment An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making
Confidentiality
Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of Portland District Health. Employees must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities employees must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action, up to and including termination of employment.
Quality and Risk Management
To ensure resident safety and quality of care, employees are required to: <ul style="list-style-type: none"> Meet appropriate professional standards; participate in quality improvement activities; comply—with policies, procedures, practices and organisational goals and objectives of Portland District Health Report any identified risks to management for inclusion on the Portland District Health Risk Register and ensure action to reduce risk is undertaken. Abide by the Code of Conduct for Victorian Public Sector Employees.
Equal Opportunities
Portland District Health is an equal opportunity employer that welcomes cultural diversity and Aboriginal and Torres Strait Islander candidates are encouraged to apply for roles. Portland District Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to always keep them safe. Portland District Health confirms the right of all persons regardless of gender, culture or creed to live in a family or domestic relationship free of fear of violence abuse or intimidation.
Special Requirements
<ul style="list-style-type: none"> A completion of pre-existing injury or illness declaration will be required prior to appointment to the position. All employees of Portland District Health are bound to work according to the policies and procedures of Portland District Health, the Enterprise Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for the Victorian Public Sector Employees and the provisions of the Fair Work Act, as amended from time to time. All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.
Inherent Requirements
Portland District Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and can perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. Below is a list of inherent requirements for this role. This is not an exhaustive list.

Non-Clinical roles may require the following tasks:

Manual Handling (pushing, pulling and lifting)
Sitting, standing, bending, reaching and holding
General clerical, administration work, computer work

Use of personal protective equipment and handling of general waste
Exposure to substances and hazardous materials
Work at other locations may be required
Shift work in some roles
Driving motor vehicles
Dealing with anxious or upset consumers or members of the public
Exposure to traumatic events including violence and aggression

Manager roles may require the following tasks in addition to the above:

Dealing with performance of staff within their team
Understanding budget and EFT requirements to meet safe patient ratios
Understanding delegations and authorities associated with the role
Exposure to traumatising events eg Staff experiencing family violence or Occupational Violence

Incumbent Statement

I acknowledge that:

- I have read and fully understand the Position Description and Inherent Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Portland District Health 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.

Employee Name: **[candidate_name]** Signature: **[acceptance_status]** Date: **[acceptance_date]**

Board Chair Name: _____ Signature: _____ Date: _____