



# Candidate Information

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Executive Director  
Finance & Corporate  
Services

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**PORTLAND**  
DISTRICT HEALTH





We acknowledge the traditional owners of the lands and waterways in which we live and work, the Gunditjmara people of South West Victoria. We honour and pay our respects to elders, past, present and emerging.

Portland District Health would like to acknowledge the Winda-Mara Aboriginal Corporation and the Budj Bim Rangers for the use of this image.





## About Portland District Health

Portland District Health is a public hospital under the Health Services Act 1988. Our role is to provide quality, safe health services to people in the Glenelg Shire. Portland District Health (PDH) is one of the oldest hospitals in Victoria. It has a proud history of service to its community.

PDH serves a catchment population of approximately 12,000 people drawn principally from the Glenelg Shire and increasingly from South East South Australia. Some community services cover an expanded catchment, including the Southern Grampians Shire.

While a high proportion of the region's population is concentrated in Portland, many people receiving services from PDH live in smaller townships in the surrounding region and in more isolated cropping, sheep, cattle and dairy farming areas.

Population numbers increase by an estimated 2,000 tourists during summer and other peak holiday periods. The community is characterised by a slowly growing population that is rapidly ageing.

The prevalence of chronic illnesses such as respiratory disease, cancers, cardiovascular disease, diabetes and mental illness is increasing as our population ages.

A relatively high incidence of road accidents, skin cancer, farm injuries and work-related accidents also occur in our region, a characteristic shared with other rural communities.



## About Portland District Health

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

Our health service provides:

- Twenty four hour, seven days a week Urgent Care Centre
- Fifty-three available inpatient beds
- Two operating theatres
- Eight bed day procedure unit, plus Chemotherapy / Dialysis / Sleep Studies
- Twenty-eight bed residential aged care facility (Harbourside Lodge)
- Comprehensive range of Primary Health, Community and Home Care services
- PDH is accredited with the Australian Council on Healthcare Standards and the Aged Care Standards and Accreditation Agency Ltd.
- PDH has an operating budget of around \$51.7m and employs approximately 436 staff (290 EFT)

### OUR VALUES

#### Organisational (What we stand for)

Togetherness  
Optimism  
Courage

#### Operational (How we do our work)

C - Compassion  
A - Accountability  
R - Respect  
E - Excellence





## Living in Portland

Portland is one of the earliest places of European settlement in Victoria, and home to one of Victoria's oldest hospitals. Recently the Yoorrook Justice Commission opened its proceedings in Portland.

**The Commission's purpose:**  
**"... is looking into land, sky and waters as part of the truth telling process in Victoria.**

**First Peoples have been caring for country for thousands of generations. The history of Europeans coming to Victoria 200 years ago and taking First Peoples' land is one of wrongdoing and devastating loss. But it is also a story First Peoples' resistance, survival and ongoing connection to country".**

Portland has the charm of a large country town, set by the sea, with all the modern amenities. The town 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 three 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 Executive Director Finance & Corporate Services is to oversee the financial resources and corporate function of Portland District Health and ensure appropriate financial management controls and practices are consistent with, and reflect, Department Health financial management policies and procedures.

The EDF&CS will

- Provide high level technical advice and analysis to the CEO on a range of finance-related issues and initiatives in order to enable informed decision-making by the Executive Team
- Provide Board members, Executive, stakeholders and staff members with professional services and tailored advice relevant to strategic financial planning, budgeting, monthly and annual reporting, policy development and management of financial resources
- Support other Executive Directors in the preparation of strategies required to ensure the financial performance of individual divisions, departments or units
- Develop and maintain effective financial management systems which incorporate accounting and management functions in accordance with Department of Health policies and procedures
- Ensure the finances of PDH are managed in accordance with current legislation and industry standards and ensure core financial systems are functional and meet processing, integrity and reporting requirements

The role will also directly co-ordinate the efficient and effective provision of non-clinical services to ensure service provision is of the highest standard pertaining to the following areas:

- Hotel Services (catering and environmental)
- Engineering, preventative maintenance, essential services
- Supply and procurement management to include fleet management
- Contract management and Insurance/VMIA liaison
- Project control activities
- ICT to include SWARH liaison





## Key Selection Criteria

### Qualifications

- Relevant Degree/qualification in finance with CPA or equivalent qualification
- Health Services experience

### Selection Criteria:

- Demonstrated ability to lead and collaborate within a multidisciplinary health care team
- Ability to understand and interpret legislation and standards
- Excellent communication, interpersonal, written, verbal and ICT skills
- Demonstrated ability to organise and plan, adapt to changed priorities, along with the ability to negotiate conflicting demands and deadlines
- Demonstrated ability to be flexible in approach, problem solving and provide succinct feedback
- Understanding and knowledge of Public Health Corporate Systems
- Significant experience in overseeing complex organisational budgets, strategic financial planning and analysis of business systems and operational environments
- Demonstrated high level expertise, knowledge and experience in ensuring organisational compliance with public sector financial and other accountabilities
- Excellent accounting skills with a proven ability to decisively manage complex issues and responsibilities in a way that anticipates and manages risks to the organisation
- Experience in finance in public health industry
- Capacity to work in accordance with compliance requirements, PDH policies and procedures
- Ability to demonstrate PDH values and mission in daily practice

## Remuneration

The role is Full Time.

A three (3) year contract with a competitive remuneration package dependent on experience and qualifications will be negotiated with the successful applicant. The remuneration package will be based on the Health Executive Employment and Remuneration (HEER) Policy (v2.0). Annual Remuneration Statement for Victorian Public Health Sector Executives – 1 July 2024. PDH is a Group 3 entity under the current HEER policy.

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 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**

**Applications Close: April 4th, 2025**

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## Further Information

John Cross  
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Health Recruitment Specialists  
**0417 332 598**



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

