

**APPLICATION FORM**

**Chief Executive Officer**

**Heathcote Health**



**(Complete the grey sections in Part A of this document and return via email in “Word” format not PDF. We have also provided you with some examples of the type of content employers are looking for in purple to help you get started)**

Part A

Personal Details

|  |  |
| --- | --- |
| Name |  |
| Postal Address |  |
| Mobile |  |
| Confidential Email |  |
| How did they hear about job |  |

Recent Work History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role/Title | Organisation | Start Date | Finish Date | Reason for leaving |
|  |  |  |  | Left after completing contract |
|  |  |  |  | Left post restructure / redundancy |
|  |  |  |  | Career advancement opportunity - first Board reporting role |
|  |  |  |  | Seeking new challenges and the development of my capital project management experience |
|  |  |  |  | Career progression - first management role |

Formal Qualifications

|  |  |  |
| --- | --- | --- |
| Qualification/degree | University/Institution | Year attained |
| MBA | Melbourne University | 2019 |
| Graduate | AICD | 2022 |
| Grad Certificate Health Service Management | Deakin University | 2010 |
| Bachelor of Nursing or Bachelor of Accounting / Commerce or Bachelor Physiotherapy…. | Deakin University | 2002 |
|  |  |  |
|  |  |  |

Summary of Recent Experience

|  |  |
| --- | --- |
| Brief description of your experience working in the health sector | 25 years broad experience in both public and private sector in Victoria and also NHS as a clinician (registered nurse) and manager. |
| Brief description of your career Executive and senior management experience | 6 Years executive experience as the Director of Clinical Services or CFO in two Victorian Public Health Services.  Role required monthly Board reporting as well as having strategic and service planning responsibilities.  Acting CEO experience for leave cover.  Exec on call experience 1 in 6 weeks. Have taken a lead role in Emergency Management responses for bush fire / floods  18 months Acting COO experience where I oversaw medical and subacute bed-based services  8 years Surgical Services Coordinator (with Acting COO experience during periods of leave for my manager)  3 Years NUM experience orthopaedics unit  Also, between 2010 and 2022 I have been a Board member of two local sporting clubs and also a Board Director for a Small Rural Health Service |
| Provide details of the extent of your recent budget delegations and staffing responsibilities | Operational responsibility for $30M budget.  5 Direct reports  EFT approx. 190  On track to return a small deficit, remedial measures in place. |
| Involvement in organisational committees (nature of role and length of time) | Member Clinical Governance Committee, 2020-current  Chair of Audit and Risk Committee, 2024- Current  Chair Community Engagement Committee 2023-24  Executive Sponsor for redevelopment of Aged Care Facility $13M capital project -2021-2023 |
| Involvement in health sector committees (nature and length of time) | Chair Regional DCS Committee 2022- current  VHIA EBA working party – Nurses EBA 2023-24 |

Professional Registration/ Memberships

|  |  |
| --- | --- |
| Professional body | GAICD |
| Registration /Membership Type | Fellow |
| Registration /Membership Number |  |

|  |  |
| --- | --- |
| Professional body | ACHSM |
| Registration /Membership Type | Fellow |
| Registration /Membership Number |  |

Pre-Requisite Selection Criteria

*(Delete the words not applicable to your application i.e. keep Yes but delete No / Not Applicable or can obtain)*

|  |  |
| --- | --- |
| APHRA Registration Number | Yes / No / Not Applicable |
| Relevant Tertiary Qualifications | Yes / No |
| Current Driver’s License | Yes / No |
| Current Police Check | Yes / No / Can obtain |
| Current Working with Children’s Check | Yes / No / Can obtain |
| NDIS Worker Screening Check | Yes / No/ Can obtain |
| Required vaccinations as mandated including Covid Vaccination | Yes /No / Can obtain |