

Position Description

Role Title:	Chief Executive Officer
Classification:	In accordance with Victorian Health Executive and Remuneration (HEER) Policy
Work Unit/Location:	Sale, Victoria
Reports to:	Chair, CGH Board of Directors

A. About the Service:

Central Gippsland Health (CGH) is a sub-regional health service and the major provider of health and aged care services in the Wellington Shire. CGH is located in the City of Sale which is 215 km east of Melbourne. The City of Sale is an ideal access point for the magnificent Gippsland Lakes, 90 Mile Beach and the Victorian Alps.

CGH provides acute care as part of an integrated service delivery model across Wellington Shire and beyond. The service provides beds across three campuses (Sale, Maffra and Heyfield). Acute services include a full-time emergency department, critical care unit, neonatal critical care unit, three operating theatres, day procedure unit, oncology and dialysis services in addition to general medical and services and sub-acute services including rehabilitation.

CGH also provides aged care and community services in the Wellington Shire and beyond. We operate four residential aged care homes located in Sale, Maffra, and Heyfield, delivering high-quality, person-centred care in supportive and homelike environments.

CGH provides a wide range of community-based services that support people to remain healthy, active, and independent in their own homes. This includes the provision of Support at Home, Commonwealth Home Support Programs, and other in- home services tailored to individual needs.

Our integrated model of care is supported by a multidisciplinary allied health team offering physiotherapy, dietetics, occupational therapy, speech pathology, and social work. We also provide accessible public dental services to enhance community wellbeing.

CGH is also a leading teaching hospital, affiliated with Monash University's School of Rural Health and provides placements and clinical experience for students.

B. Purpose of the Position:

To manage Central Gippsland Health Service in accordance with Board policies, By-laws and Instrument of Delegation, to achieve the health service's strategic mission, goals and objectives and in a manner consistent with the organisations agreed values.

The Chief Executive works in a highly complex environment that requires the incumbent to interact effectively with the Boards of Management, staff, health service auxiliaries, community consultation and network groups and a variety of other stakeholders.

The Chief Executive provides leadership, guidance, support and feedback to management, staff and VMOs of the health service, ensuring effective and efficient planning and delivery of health services in accordance with CGHS strategic directions.

Externally, the Chief Executive establishes and maintains a network of contacts with key stakeholders including: other public and private health service providers; Department of Health (DH), Department of Health and Aged Care, senior officers; local government staff and elected officials; members of parliament; Wellington Primary Care Partnership; East Gippsland Division of General Practice; Federation University, Monash University, Gippsland and East Gippsland Clinical Schools; other Universities and Training providers; VHIA and VHA; community groups; Australian Council for Healthcare Standards and other relevant quality accreditation agencies.

Such a network is necessary for the position to support compliance with relevant policy, procedure, legislation and to ensure services provided reflect the needs of the community and are delivered in a manner which is cost efficient, cost effective, of high quality and in a manner consistent with CGHS and public sector values.

C. Key Objectives, Duties and Responsibilities:

The Chief Executive is responsible for the provision of a comprehensive range of health and aged care services for the population of the Wellington Shire and beyond.

The Chief Executive is accountable to the Board of Directors for the planning, development, implementation and evaluation of health services and for ensuring efficient, effective and timely services and practices, are provided to the population.

The Chief Executive must also promote the general health of the population by developing a highly coordinated and integrated, people centered, local health care system and support service coordination and integration more widely.

The position holder is accountable for the overall management of the health service and specifically to enable CGHS to achieve its strategic goals, objectives and operational performance consistent with CGHS' accountability framework as detailed in the strategic plan.

The Chief Executive Officer will support and advise the Board in developing the strategic plan by:

- presenting to the Board an annual financial and other operational and service plans for approval;
- providing the Board and subcommittees with agreed information that is timely and enables effective monitoring of performance;
- establishing best practice internal controls and accountability;
- establishing and consolidating systems and frameworks for improving safety and quality of health care, promoting a culture of open disclosure and effectively addressing any problems identified with safety and quality;
- promoting leadership and engagement of clinicians in management, the achievement of best practice, and the creation of an environment that optimises client and patient outcomes and the cost-effectiveness of care;
- supporting, communicating and implementing the Board's policies and decisions throughout the organisation;
- ensuring the Board, DH and the Minister are well informed of critical or emergency issues and major emerging risks;
- maintaining effective liaison with DH and DHA;

- consulting with the Board in relation to the appointment or dismissal of the Chief Finance Officer (CFO);
- ensuring that exemptions from the 2018 Standing Directions issued under the Financial Management Act 1994 are sought and dealt with appropriately; and
- balancing the interests of the organisation with engagement and participation in the wider Victorian health system in the interests of optimising community health and wellbeing and sector operating costs.

In addition, the Chief Executive Officer will:

- Provide high-level advice and support to the Board of Directors, the executive management team and relevant health service committees;
- Lead, support and/or enable the development of innovative service delivery models to ensure resources are used effectively to maximise service provision and health outcomes;
- Ensure that key risks are identified and managed effectively utilising effective risk management and clinical governance frameworks;
- Lead the development and implementation of a service delivery capability model that acknowledges and strategically manages the interrelationship between all forms of capital: people, business processes, facilities and equipment, information and communication technologies, knowledge and governance (Australian Government service delivery capability Model, 2006); and
- Represent CGHS, where appropriate, in regional and state-wide planning and service review processes.
- Lead the Tri-Board Alliance function between CGH, Heyfield Hospital and Stretton Park.

D. Technical Responsibilities:

The Chief Executive Officer will:

- Facilitate service delivery capability maximisation;
- Facilitate effective service integration and care coordination across a broad range of acute, residential, primary health and community support services;
- Use knowledge to support improvements in allocative and technical efficiency;
- Write complex briefs, reports, and correspondence using clear, concise and grammatically correct language;
- Oversee the development and management of complex budgets with multiple cost centre managers;
- Seek to produce the greatest benefit from available resources and commercial activities;
- Focus on activities and projects that will bring the best long-term return for the organisation;
- Facilitate the effective use of computers and software applications;
- Oversee the development and conduct of contracts to achieve desired outcomes;
- Oversee the management of projects to achieve desired outcomes;
- Create a climate of service excellence;
- Provide a safe work environment;
- Promote and facilitate high quality education, training and research;
- Develop a culturally competent health service;
- Work within agency infection control policies and procedures;
- Support effective consumer and community participation; and
- Support effective care coordination across the continuum of care

E. Generic Responsibilities

- Demonstrate a high standard of ethical behaviour and professional practice at all times;
- Actively participate in quality activities and accreditation processes in accordance with standard practice;
- Manage OH&S consistent with overall OH&S programs, policies and procedures within CGH and also: look after your own health; look out for the health and safety of others in the workplace; follow safe work practices; report hazards and injuries; participate in agency health promotion initiatives and support healthy lifestyle choices for staff.
- Contribute extensively to the development of an annual capability development plan designed to support you to:
 - achieve your personal goals and objectives;
 - live ethically within your personal value system; and
 - enthusiastically support CGH to achieve our strategic and service delivery goals and objectives.
- Support patient, client and community participation in decisions in all aspects of the service.
- Work within CGH policies, procedures and code of conduct.
- Remain 100 % compliant with mandatory and specific competencies and education as it relates to your specific role and responsibility every 12-24 months as per CGH Mandatory Competencies procedure.

F. Leadership Capabilities

Capability Heading		Level of Capability
1. Leads Self	<ul style="list-style-type: none"> - Is self-aware - Seeks out and takes opportunity for personal developments - Has strength of character - Links own performance to the performance of CGH - 	Advanced
2. Engages Others	<ul style="list-style-type: none"> - Values diversity and models cultural awareness - Employs a collaborative approach to innovation and change - Strengthens consumers, colleagues and others 	Highly Advanced
3. Achieves Outcomes	<ul style="list-style-type: none"> - Influences and communicates the direction - Is focussed and outcome orientated - Evaluates progress and is accountable for results 	Highly Advanced
4. Enables and Supports Innovation	<ul style="list-style-type: none"> - Champions the need for innovation and improvement - Builds support for change - Positively contributes to spreading innovative practice. 	Highly Advanced
5. Shapes Systems	<ul style="list-style-type: none"> - Understands and applies systems thinking - Understands and works through resistance and other impediments to change - Demonstrates political awareness and builds support for change 	Highly Advanced

G. Management Capabilities

Capability Heading	Level of Capability
1. Financial Management	Advanced
2. People Management	Highly Advanced
3. Team Development	Advanced
4. Information and Knowledge Management	Advanced
5. Project Management	Advanced
6. Resource Management and Commercial Acumen	Highly Advanced
7. Person Centred Care and Customer Service	Advanced
8. Continuous Improvement and Innovation Methodologies	Advanced
9. OH&S and Workplace Safety	Advanced

H. Job Requirement Criteria

- Mandatory:**
1. Tertiary qualification in Commerce, Business Management or Health
 2. Relevant postgraduate qualification/s and or technical qualifications
 3. Membership of relevant professional college/organisation

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- Other:**
1. Substantial and proven experience in the management of health services and resources with a significant background in health service management at a senior level
 2. Detailed knowledge of the health industry, particularly the public hospital, residential aged care and primary health and community services sectors
 3. Excellent understanding of management issues in complex organisations, principles of health service evaluation, quality and OH&S
 4. A proven record of sound financial management, human resources management, clinical governance principles and Australian health care systems and regulations
 5. Sound understanding of public health sector governance and experience working with a Board of Directors
 6. Ability to demonstrate the CGHS Leadership and Management Capabilities at the senior manager level
 7. Ability to demonstrate technical capabilities associated with the role

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- Other:**
- A Police Record Check regarding any criminal record will be required prior to finalisation of the appointment and updated every three (3) years.
- This Position Description will be reviewed on an annual basis in keeping with changing requirements.
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Reviewed By:	Jeff Thompson, GMHR
Last Review Date:	8 August 2025
Date to be Reviewed:	8 August 2026

I have read and understand the contents of the position description:

Employee's Signature:

Date: / /