

# Loddon Mallee Local Health Service Network Position Description

## Executive Director

### Loddon Mallee Local Health Service Network

Reports to	Co- Chairs of the LMLHSN CEO Committee
Accountable to	LMLHSN CEO Committee
Employing Agency	Bendigo Health as fundholder for the LMLHSN
Industrial Instrument	Health Executive Employment and Remuneration (HEER) Policy

#### The Role

The Executive Director (ED), Loddon Mallee Local Health Service Network (LMLHSN) is responsible for leading the LMLHSN organisation including oversight of achieving the Statement of Expectations requirements and management of LMLHSN activities.

The ED is accountable to all organisations in the LMLHSN and must act in a neutral and impartial manner and represent the collective interests of all members. The ED is also responsible for LMLHSN administration and secretariat, including reporting on the progress of initiatives to all LMLHSN members.

The ED LMLHSN will facilitate and lead initiatives through fostering current collaborations to enable the LMLHSN to achieve its' goals as well as enhancing collaboration across the region to deliver integrated health care services. This role will manage partnership associated risks, issues and scope within the LMLHSN Governance Structure ensuring appropriate reporting, escalation and approvals. They will have accountability for the LMLHSN budget, procurement and management of all contracts in accordance with the instrument of delegation.

#### Key Responsibilities

##### Network Leadership

- Lead the development and execution of the LMLHSN strategic plan, including initiatives aligned to the Victorian Department of Health, in specific reference to the Local Health Service Network Policy Framework
- Enable and drive effective governance systems and processes to ensure effective responses to the LMLHSN agreed system wide reform, local priorities, and Statement of Expectations.
- Guide the partnership's collaboration and implementation activities across member health services, ensuring alignment with the LMLHSN's vision and values and wherever possible supporting a distributed leadership model.
- Provide high level strategic advice to the LMLHSN CEO Committee including preparation of reports, submissions, funding applications and annual budgets
- Monitor and ensure adequate resources are maintained across teams to deliver optimal project outcomes and achieve project timelines
- Management of agreed projects scope, issues, risks and change controls within the LMLHSN governance structure ensuring appropriate notification, reporting, escalation and approvals are actioned

- Facilitate effective decision making with the LMLHSN and ensuring alignment with existing organisational structures
- Guide the LMLHSN collaboration and implementation activities across network members, ensuring alignment with LMLHSN's vision and values.

#### Staff Management

- Create an organisational culture that is psychologically safe and supports learning and development of team members.
- Provide compassionate leadership to the LMLHSN staff including planning for human resource requirements, identifying and coordinating any training and education and monitoring staff performance.

#### Relationship Management

- Establish and maintain effective working relationships with CEOs, Board Chairs, and executive teams of all LMLHSN organisations.
- Lead stakeholder engagement strategies, including consumer and community engagement frameworks to ensure alignment with regional health priorities.
- Represent the LMLHSN at external fora and with government stakeholders, as necessary.

#### Change Management

- Lead the development and execution of a change management strategy that increases the organisational capacity for change within the network.
- Work closely with LMLHSN health services to create a culture of 'change accountability' with the organisational leaders and departmental managers so that staff are effectively engaged, managed and supported through the change

#### Governance and Risk Management

- Oversee the development and implementation of governance frameworks and policies to support the partnership's strategic objectives.
- Understand how uncertainty impacts the LMLHSN's goals and implement strategies to manage both potential threats and opportunities.
- Oversee LMLHSN's risk management framework including risk appetite statement and risk register to enable the LMLHSN CEO Committee to make informed decisions, improve governance, and enhance overall resilience.

#### Financial Management

- Develop and manage the LMLHSN budget, to optimise network value for money and achievement of network priorities
- Ensure compliance with the financial management principles and policies of the health services
- Ensure preparation of accurate and appropriately detailed monthly reports (including income statement and statement of cash position) are completed in a timely manner.
- Ensure forecast financial year end income statement and cash position reports are prepared on a monthly basis from the end of the first quarter of each financial year.
- Manage all procurement and contracts executed within the program. This includes determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities and managing finalisation processes. Contract management includes monitoring vendor delivery of deliverables within agreed timeframe, cost and quality

- Liaise with the health services' Finance Departments and the Department of Health regarding LMLHSN finances

#### Operational Management

- Actively foster a positive culture that is team-based and focussed on a 'whole of network' approach
- Lead the LMLHSN team in ensuring high-quality service delivery and managing resources effectively to meet project and partnership goals.
- Work within Delegation of Authority consistent with the role
- Monitor the implementation of projects across the region, ensuring they are delivered on time, within scope, and within budget.
- Foster the use of project management best practices across the network to ensure consistency and compliance with governance standards.
- Lead the development of project applications including funding and grant applications.

#### Key Selection Criteria

This is a senior leadership position and the successful applicant is required to have experience of successfully leading an integrated program across health services or like public sector organisations. Past success with working at an Executive level on large-scale transformational projects is required.

#### Formal Qualifications

Tertiary and/or professional qualification in management, program/project management or a health management related field is required.

#### Essential

Demonstrated people management, program and project management skills and experience including program design, implementation, reporting and evaluation as well as financial management to ensure high quality deliverables

A track record of delivering significant, complex transformational change programs

Track record of successful delivery of multi-agency programs from initiation through to full delivery in a healthcare environment

Demonstrated ability to lead a multidisciplinary team to deliver high quality, customer focused outcomes

Demonstrated senior leadership experience including building and maintaining high performing teams

Advanced knowledge of project and/or operational management at executive level

Demonstrated and highly developed oral and written communication skills, particularly in report, public presentation and consultation, and the ability to negotiate and communicate with relevant internal and external stakeholders

Proactive management style and the ability to take initiative and responsibility

Experience and understanding of health care systems and processes

## **Loddon Mallee Local Health Service Network**

This diverse region presents unique healthcare challenges, which the LMLHSN addresses through a region-wide approach to service planning and delivery. The population served is 334,000 (Victoria) + 9,305 (NSW). This grouping reflects the existing patient flows which follow the main transport routes along the Murray River and down towards Bendigo and Melbourne.

The north of the region is bounded by the Murray River and it reaches west to the South Australian border at Murrayville. The southern limit of the region includes Patchewollock, Woomelang, Boort, Inglewood, Maldon, Castlemaine and through to Heathcote. The eastern border of the region then tracks north through Elmore and Rochester to Echuca.

## **Health Services**

Bendigo Health, Boort District Health, Cohuna District Hospital, Dhelkaya Health, Echuca Regional Health, Heathcote Health, Inglewood and Districts Health Service, Kerang District Health, Mallee Track Health and Community Service, Mildura Base Public Hospital, Robinvale District Health Services, Rochester & Elmore District Health Service, Swan Hill District Health.

## **Our Vision**

Shaping the future of health service delivery to give our communities a great experience throughout the Loddon Mallee region.

## **Our Values**

### **Respect**

Having mutual respect, actively listening to each other and acknowledging each other's views. Taking the time to walk in each other's shoes.

### **Integrity**

Being honest and inclusive, doing what we said we would do and being open with our communication and information sharing.

### **Collaboration**

Being solution focused and knowing that we are better and stronger together. Trusting each other.

Successful partnerships and collaborations are built on trust. Building and maintaining trust requires adoption of behaviours that underpin our values and that these behaviours are practiced consistently over time.

## Public Sector Values

As a Public Sector organisation, LMLHSN adheres to the public sector core values. All staff are required to uphold these values.

- Responsiveness: Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- Integrity: Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- Impartiality: Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- Accountability: Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- Leadership: Actively implementing, promoting and supporting these values.
- Human Rights: Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

## Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Executive Director

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Chief People Officer, Bendigo Health

Print Name: \_\_\_\_\_

cc: Personnel File