

POSITION DESCRIPTION



Position	Executive Director of Governance & Strategy
Division	Executive
Classification	As per HEER policy
Enterprise Agreement	Health Executive Employment and Remuneration (HEER)
Reports To	Chief Executive Officer
Infection Control Risk Category:	C

Approved	Chief Executive Officer	Approval Date	
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<p>PRIMARY OBJECTIVE (or purpose):</p> <p>The Executive Director, Governance & Strategy (EDGS) provides strategic leadership and oversight of the organisation’s governance, planning, risk, and corporate strategy functions to ensure effective accountability, transparency, and alignment with the organisation’s purpose and the Victorian public health policy framework.</p> <p>The role is responsible for leading strategic and corporate planning, governance systems, quality, risk and compliance, and key reporting functions to support sound decision-making by the Board and Executive. Working in close partnership with the Chief Executive and Executive Team, the EDGS ensures that organisational priorities are well-governed, evidence-informed, and positioned to deliver safe, high-quality, and sustainable health services for the community.</p>

<p>PORTLAND DISTRICT HEALTH VALUES</p> <p>Portland District Health is a value-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.</p>			
Togetherness	Optimism	Courage	
<p>HOW WE WORK TOGETHER (When PDH Leads)</p>			
Compassion	Accountability	Respect	Excellence
<p>PDH CARE GOALS (Putting Consumers First)</p>			
Person-centred	People’s values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.		
Safe	Avoidable harm is eliminated.		
Effective	The right care is delivered in the right way, at the right time with the right outcomes.		
Connected	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.		

<p>KEY RESPONSIBILITIES</p> <p>Governance and Board Support</p> <ul style="list-style-type: none"> Lead the development, implementation and continuous improvement of governance frameworks, policies and systems that ensure compliance with legislative, regulatory and Department of Health requirements. Provide high-level governance and strategic advice to the Board, Board Committees and Chief Executive to support informed decision-making and accountability. Oversee preparation of Board and Committee agendas, papers and minutes to ensure accurate, timely and insightful reporting of organisational performance, risk and compliance matters. <p>Strategy and Planning</p> <ul style="list-style-type: none"> Lead development, implementation and monitoring of the organisation’s Strategic Plan and annual priorities, ensuring alignment with statewide and regional health priorities. Drive integration between strategic, clinical and operational planning to support coordinated, patient/consumer-centred care.



- Facilitate meaningful engagement with staff, consumers and key partners to inform strategic directions and service design.

Risk, Compliance and Clinical Governance

- Oversee the organisation's Risk Management Framework, ensuring effective identification, mitigation and monitoring of strategic, operational and clinical risks.
- Provide assurance to the Board and Chief Executive regarding organisational integrity, probity and compliance with statutory and accreditation requirements.

Quality & Safety

- Lead the Quality team and oversee governance of clinical quality and safety systems, ensuring that frameworks, reporting, and improvement processes meet legislative, accreditation and Board requirements, and promote consistently high standards of patient and consumer care.
- Drive a culture of continuous improvement and accountability for quality outcomes, partnering with clinical leaders and consumers to monitor performance, identify risks, and implement system-wide quality and safety improvements.
- Advise the Chief Executive and Board on quality-of-care performance, emerging trends, and strategic risks, ensuring timely, transparent reporting and alignment of quality priorities with the organisation's strategic and clinical governance objectives.

Performance, Reporting and Accountability

- Lead organisational performance reporting, ensuring timely, accurate and transparent reporting to the Board, Department of Health and key stakeholders.
- Integrate governance, risk and performance systems to strengthen organisational accountability and data-informed decision-making.
- Monitor and evaluate progress against strategic objectives and quality improvement outcomes.

Regional Partnerships and System Integration

- Oversee PDH's participation in the South West Local Health Service Network (SWLHSN), ensuring strong partnerships with regional health services, Primary Health Networks, local government, and community organisations to advance shared health system priorities.

Consumer and Community Engagement

- Embed consumer and community engagement across all levels of governance and planning, ensuring that consumer voices inform decision-making and service improvement.
- Support the operation of consumer advisory structures and reporting mechanisms to strengthen transparency and responsiveness.
- Champion a culture of partnership, inclusion and co-design with consumers and communities.

Leadership and Culture

- Lead and develop a high-performing Governance and Strategy team that provides expert, proactive support across the organisation.
- Model values-based leadership and promote a culture of integrity, collaboration, accountability and continuous improvement.
- Contribute actively to the Executive Team, fostering a cohesive, strategic and system-focused leadership culture.
- Promotes an environment which is conducive to learning and supportive of patients, consumers, residents and staff needs
- Delegate authority and responsibility to enable staff to have autonomy, flexibility and accountability for decision making
- Application of health data to continually improve delivery of quality clinical services across PDH
- Sound understanding and utilisation of information, communication and technology systems

Teamwork & Communication

- Work in partnership with the executive team to deliver on the strategic priorities of the organisation
- Provide contemporary leadership and management to ensure program performance is of the highest standard
- Works to resolve issues of conflict within the clinical / consumer services team in a professional, respectful manner that reflects PDH values policies and code of conduct.

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- Develop and maintain local and regional service partnerships and networks to improve service performance and optimise funding and service growth opportunities.

KEY ACCOUNTABILITIES		
Key results Area	Key Activities	Performance Measures
Leadership and team work	<ul style="list-style-type: none"> • Undertake efficient leadership to ensure the team is equipped to deliver strategic goals of the organisation • Contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the Directorate and ensure that projects are linked to the goals of the organisation's strategic plans • Demonstrate a professional responsibility for work performed by staff placed under your responsibility • Develop and maintain positive working relationships with members of PDH staff • Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team • Role model a professional approach to education, interpersonal relationships, teamwork and communication for department/unit staff 	<ul style="list-style-type: none"> • 100% direct reports complete annual review and development process • Staff satisfaction measures from People Matters Survey • 100% Compliance with mandatory competencies
Professional Development and Scope of Practice	<ul style="list-style-type: none"> • Demonstrate continual professional development and learning • Shares knowledge willingly • Complete mandatory training and education 	<ul style="list-style-type: none"> • 100% Compliance with annual AHPRA registrations for Nurses & Midwives • 100% Compliance with Nurses & Midwives operating within their Scope of Practice • 100% Compliance with mandatory competencies for Directorate
Quality and Safety	<ul style="list-style-type: none"> • Contribute to and lead quality improvement activities within the division, in accordance with PDH policies to ensuring a high level of work quality • Maintain a safe and high quality environment at all times in accordance with PDH policies • Reports all incidents through RiskMan and ensure staff report also • Ensuring staff follow PDH Infection Control policies, procedures and guidelines 	<ul style="list-style-type: none"> • Quality activities are logged and progress monitored and reported • Demonstrated use of the incident management system (RiskMan)
Information Management	<ul style="list-style-type: none"> • Monitors own day to day performance against operational targets and strategic goals • Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure 	<ul style="list-style-type: none"> • Ensures all information management meets the legislative requirements and organisational standards

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	<p>legal, professional and organisational standards are met and maintained.</p> <ul style="list-style-type: none"> • Abide by the PDH’s requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department. • Ensure consumer information is accurate and only released in line with the Health Records Act requirements 	
Occupational Health and Safety	<ul style="list-style-type: none"> • Ensure that all appropriate actions are taken to implement OH&S policy and procedures and that legislative requirements are met within the Directorate • Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via RiskMan • Demonstrate a commitment to health and safety in line with PDH’s OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow • Investigate OHS incidents and hazards involving direct reports and implements controls to reduce future risk • Support the Injury Management and Return to Work process for any direct reports who sustain a work related injury or illness • Know what to do in an emergency relevant to role 	<ul style="list-style-type: none"> • Participation and leadership role team meetings where key OH&S issues are discussed and resolved • Evidence of hazard and incident reporting using RiskMan • Maintains compliance with mandatory OH&S training requirements for both self and team
OTHER DUTIES		
	<ul style="list-style-type: none"> • Exhibits a commitment to PDH Values including team based above and below behaviours • Undertake special projects or reports as reasonably required on a wide range of issues • Practice in accordance with the relevant health care or industry standards • Comply with all relevant PDH policies and procedures • Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> • PDH values modelled at all times • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with PDH policy and procedures



KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

QUALIFICATIONS -

ESSENTIAL:

- Relevant tertiary qualifications, preferably at postgraduate level, in health, administration, governance, business or a related discipline
- Minimum 5 years' experience in a senior health leadership role

EXPERIENCE and/or SPECIALIST KNOWLEDGE -

ESSENTIAL:

- Proven leadership experience in governance, strategic planning, or corporate services within a public sector or health service environment.
- Demonstrated expertise in governance systems and frameworks, including Board and committee management, policy development, and compliance with public sector and health service legislation.
- Strong strategic and analytical capability, with the ability to translate complex information into actionable insights that inform decision-making and organisational improvement.
- Comprehensive understanding of clinical quality, risk management and assurance practices, including integration of clinical, operational and strategic risk frameworks.
- Demonstrated experience in leading organisational strategy development, planning and performance monitoring aligned to Department of Health priorities and community needs.
- Proven ability to build and sustain effective partnerships across regional health services, government agencies, and community stakeholders to advance system integration and shared outcomes.
- Commitment to consumer and community engagement, with demonstrated success in embedding consumer perspectives in governance, planning and service design.
- Sound understanding of clinical governance and quality improvement principles, and their relationship to overall organisational governance and safety culture.
- Excellent leadership, communication and influencing skills, with a track record of leading multidisciplinary teams and fostering a culture of accountability, integrity and collaboration.

DESIRABLE:

- Previous experience in a similar role

Other requirements:

- Current NDIS Worker Screening Check or willingness to obtain
- Current evidence of immunisation history and serology results

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.

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JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks	✓				
Kneeling	Remain in a kneeling position to perform tasks	✓				
Lifting/Carrying	Light lifting and carrying	✓				
	Moderate lifting and carrying	✓				
	Assisted lifting (mechanical, equipment, person assist)	✓				
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)	✓				
Reaching	Arms fully extended forward or raised above shoulder to perform tasks	✓				
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot movement	Use of leg and/or foot to operate equipment (or machinery)		✓			
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks			✓		
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands				✓	

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Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)	✓				

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night					✓
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)		✓			
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)		✓			
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)		✓			
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE					✓
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation						✓

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Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEE'S SIGNATURE:		DATE:
MANAGER'S NAME:		
MANAGER'S SIGNATURE:		DATE: