

# POSITION DESCRIPTION



Position	Executive Director of People & Wellbeing
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><b>PRIMARY OBJECTIVE (or purpose):</b></p> <p>The Executive Director, People &amp; Wellbeing (EDPW) provides strategic leadership and operational oversight of human resources, industrial relations, organisational training and development, occupational health and safety, employee wellbeing, and workforce planning. The role drives a positive, inclusive, and respectful culture that supports excellence in healthcare delivery across PDH.</p> <p>The role is responsible for leading and delivering a comprehensive workforce strategy aligned with the organisation’s values, vision and strategic plan. The EDPW will act as a strategic adviser to the CEO and Executive team on workforce issues, people capability, and organisational culture.</p>
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<p><b>PORTLAND DISTRICT HEALTH VALUES</b></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><b>HOW WE WORK TOGETHER (When PDH Leads)</b></p>			
Compassion	Accountability	Respect	Excellence
<p><b>PDH CARE GOALS (Putting Consumers First)</b></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><b>KEY RESPONSIBILITIES</b></p> <p>Human Resources and Industrial Relations</p> <ul style="list-style-type: none"> <li>Oversee end-to-end HR functions including recruitment, onboarding, performance management, workforce analytics, and HR systems.</li> <li>Lead effective and compliant industrial and employee relations, ensuring alignment with awards, EBAs, and Fair Work legislation.</li> <li>Represent the health services in statewide enterprise bargaining, union negotiations, and dispute resolution, maintaining constructive relationships with industrial partners.</li> </ul> <p>Workforce Planning and Capability Development</p> <ul style="list-style-type: none"> <li>Lead strategic and operational workforce planning to ensure the right people with the right skills are in the right place at the right time, including PDH’s Volunteer workforce.</li> <li>Lead the Workforce Training &amp; Development team to provide learning opportunities for all staff to grow and develop at PDH.</li> <li>Drive initiatives for leadership development, succession planning, talent pipelines, and future workforce readiness.</li> </ul>
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<ul style="list-style-type: none"> <li>• Monitor workforce metrics such as turnover, absenteeism, and skills gaps, and develop strategies for improvement.</li> </ul>
<p>Organisational Development and Culture</p> <ul style="list-style-type: none"> <li>• Design and implement programs to enhance employee engagement, inclusion, cultural safety, and organisational learning.</li> <li>• Promote values-based leadership and a psychologically safe workplace culture.</li> <li>• Lead staff recognition, internal communication, and change management initiatives.</li> </ul>
<p>Wellbeing and Safety</p> <ul style="list-style-type: none"> <li>• Oversee strategies and systems for employee wellbeing, including mental health, resilience, and return-to-work support.</li> <li>• Ensure compliance with the Occupational Health and Safety Act 2004 (Vic) and WorkSafe requirements.</li> <li>• Drive a proactive safety culture and continuous improvement in workplace health and safety performance.</li> </ul>
<p>Workforce Systems and Compliance</p> <ul style="list-style-type: none"> <li>• Oversee Payroll and HRIS systems and data integrity to support compliance and strategic decision-making.</li> <li>• Ensure compliance with employment legislation, public sector standards, and reporting obligations (e.g., VPSC workforce data, Gender Equality Act reporting).</li> <li>• Monitor HR policy and procedure governance to meet audit and risk requirements.</li> </ul>
<p>Leadership and Team Development</p> <ul style="list-style-type: none"> <li>• Develop and support a high-performing, collaborative, and service-oriented team.</li> <li>• Promote staff engagement and professional growth through coaching, mentoring, and learning opportunities.</li> </ul>
<p>Diversity, Inclusion and Environment</p> <ul style="list-style-type: none"> <li>• Champion inclusive workforce practices and lead diversity strategies in line with the Gender Equality Act 2020 (Vic), Disability Action Plans, and Aboriginal Employment Plans.</li> <li>• Embed culturally safe practices for First Nations staff and support the implementation of reconciliation and inclusion action plans.</li> <li>• Lead the Environmental Sustainability portfolio on behalf of the PDH Executive team.</li> </ul>

KEY ACCOUNTABILITIES		
Key results Area	Key Activities	Performance Measures
Leadership and team work	<ul style="list-style-type: none"> <li>• Undertake efficient leadership to ensure the team is equipped to deliver strategic goals of the organisation</li> <li>• 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</li> <li>• Demonstrate a professional responsibility for work performed by staff placed under your responsibility</li> <li>• Develop and maintain positive working relationships with members of PDH staff</li> <li>• Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team</li> <li>• Role model a professional approach to education, interpersonal relationships, teamwork and communication for department/unit staff</li> </ul>	<ul style="list-style-type: none"> <li>• 100% direct reports complete annual review and development process</li> <li>• Staff satisfaction measures from People Matters Survey</li> <li>• 100% Compliance with mandatory competencies</li> </ul>

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<p>Professional Development and Scope of Practice</p>	<ul style="list-style-type: none"> <li>• Demonstrate continual professional development and learning</li> <li>• Shares knowledge willingly</li> <li>• Complete mandatory training and education</li> </ul>	<ul style="list-style-type: none"> <li>• 100% Compliance with annual AHPRA registrations for Nurses &amp; Midwives</li> <li>• 100% Compliance with Nurses &amp; Midwives operating within their Scope of Practice</li> <li>• 100% Compliance with mandatory competencies for Directorate</li> </ul>
<p>Quality and Safety</p>	<ul style="list-style-type: none"> <li>• Contribute to and lead quality improvement activities within the division, in accordance with PDH policies to ensuring a high level of work quality</li> <li>• Maintain a safe and high quality environment at all times in accordance with PDH policies</li> <li>• Reports all incidents through RiskMan and ensure staff report also</li> <li>• Ensuring staff follow PDH Infection Control policies, procedures and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Quality activities are logged and progress monitored and reported</li> <li>• Demonstrated use of the incident management system (RiskMan)</li> </ul>
<p>Information Management</p>	<ul style="list-style-type: none"> <li>• Monitors own day to day performance against operational targets and strategic goals</li> <li>• Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained.</li> <li>• 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.</li> <li>• Ensure consumer information is accurate and only released in line with the Health Records Act requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all information management meets the legislative requirements and organisational standards</li> </ul>
<p>Occupational Health and Safety</p>	<ul style="list-style-type: none"> <li>• Ensure that all appropriate actions are taken to implement OH&amp;S policy and procedures and that legislative requirements are met within the Directorate</li> <li>• Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via RiskMan</li> <li>• 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</li> <li>• Investigate OHS incidents and hazards involving direct reports and implements controls to reduce future risk</li> </ul>	<ul style="list-style-type: none"> <li>• Participation and leadership role team meetings where key OH&amp;S issues are discussed and resolved</li> <li>• Evidence of hazard and incident reporting using RiskMan</li> <li>• Maintains compliance with mandatory OH&amp;S training requirements for both self and team</li> </ul>

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	<ul style="list-style-type: none"> <li>• Support the Injury Management and Return to Work process for any direct reports who sustain a work related injury or illness</li> <li>• Know what to do in an emergency relevant to role</li> </ul>	
OTHER DUTIES		
	<ul style="list-style-type: none"> <li>• Exhibits a commitment to PDH Values including team based above and below behaviours</li> <li>• Undertake special projects or reports as reasonably required on a wide range of issues</li> <li>• Practice in accordance with the relevant health care or industry standards</li> <li>• Comply with all relevant PDH policies and procedures</li> <li>• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• PDH values modelled at all times</li> <li>• Demonstrated use of incident management system</li> <li>• Adherence to applicable health care or industry standards</li> <li>• Demonstrated completion of mandatory training</li> <li>• Adherence with PDH policy and procedures</li> </ul>



## KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

### QUALIFICATIONS -

#### ESSENTIAL:

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

### EXPERIENCE and/or SPECIALIST KNOWLEDGE -

#### ESSENTIAL:

- Demonstrated senior leadership experience in human resources or organisational development within a complex, unionised environment—ideally within healthcare or a similarly regulated industry.
- Proven capability in strategic workforce planning, including the ability to translate organisational objectives into effective people and culture strategies that drive performance, inclusion, and staff engagement.
- Deep understanding of employment law, industrial relations, and enterprise bargaining frameworks relevant to the Victorian public sector, with experience managing complex IR matters and union negotiations.
- Experience designing and implementing programs that enhance employee wellbeing, mental health, and psychosocial safety, including return-to-work and occupational health strategies.
- Highly developed interpersonal and communication skills, with a proven ability to build trusted relationships with staff, unions, executives, and external stakeholders.
- Demonstrated ability to lead and develop high-performing teams across multiple functions, fostering innovation, accountability, and continuous improvement.

#### 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
<b>Physical Demands</b>						
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: