



# Candidate Information

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Executive Director  
People & Wellbeing

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**PORTLAND**  
DISTRICT HEALTH





We acknowledge the traditional owners of the lands and waterways in which we live and work, the Gunditjmarra people of South West Victoria. We honour and pay our respects to elders, past, present and emerging.

Portland District Health would like to acknowledge the Winda-Mara Aboriginal Corporation and the Budj Bim Rangers for the use of this image.



## About Portland District Health

Portland District Health is a public hospital under the Health Services Act 1988. Our role is to provide quality, safe health services to people in the Glenelg Shire. Portland District Health (PDH) is one of the oldest hospitals in Victoria. It has a proud history of service to its community.

PDH serves a catchment population of approximately 12,000 people drawn principally from the Glenelg Shire and increasingly from South East South Australia. Some community services cover an expanded catchment, including the Southern Grampians Shire.

While a high proportion of the region's population is concentrated in Portland, many people receiving services from PDH live in smaller townships in the surrounding region and in more isolated cropping, sheep, cattle and dairy farming areas.

Population numbers increase by an estimated 2,000 tourists during summer and other peak holiday periods. The community is characterised by a slowly growing population that is rapidly ageing.

The prevalence of chronic illnesses such as respiratory disease, cancers, cardiovascular disease, diabetes and mental illness is increasing as our population ages.

A relatively high incidence of road accidents, skin cancer, farm injuries and work-related accidents also occur in our region, a characteristic shared with other rural communities.



## About Portland District Health

Portland District Health provides an integrated health service which comprises acute, primary health, and residential aged care services.

Our health service provides:

- Twenty four hour, seven days a week Urgent Care Centre
- Fifty-three available inpatient beds
- Two operating theatres
- Eight bed day procedure unit, plus Chemotherapy / Dialysis / Sleep Studies
- Twenty-eight bed residential aged care facility (Harbourside Lodge)
- Comprehensive range of Primary Health, Community and Home Care services
- PDH is accredited with the Australian Council on Healthcare Standards and the Aged Care Standards and Accreditation Agency Ltd.
- PDH has an operating budget of around \$51.7m and employs approximately 436 staff (290 EFT)

### OUR VALUES

#### Organisational (What we stand for)

- Togetherness
- Optimism
- Courage

#### Operational (How we do our work)

- C - Compassion
- A - Accountability
- R - Respect
- E - Excellence



## Living in Portland

Portland is one of the earliest places of European settlement in Victoria, and home to one of Victoria's oldest hospitals. Recently the Yoorrook Justice Commission opened its proceedings in Portland.

**The Commission's purpose:**  
**"... is looking into land, sky and waters as part of the truth telling process in Victoria.**

**First Peoples have been caring for country for thousands of generations. The history of Europeans coming to Victoria 200 years ago and taking First Peoples' land is one of wrongdoing and devastating loss. But it is also a story First Peoples' resistance, survival and ongoing connection to country".**

Portland has the charm of a large country town, set by the sea, with all the modern amenities. The town revolves around its deep-water port, however tourism is increasing in the area as the many attributes of the south west are discovered.

The Portland area encompasses the spectacular scenery of the three bays – Portland Bay, Bridgewater Bay and Discovery Bay. Cape Nelson Lighthouse, built in 1884, is perched on the tip of Cape Nelson overlooking Portland Bay and the treacherous southern ocean.

Bridgewater Bay is significant for its wonderful beaches, seal colony, and Petrified Forest, while the mountainous sand dunes of Discovery Bay will leave you spellbound.

Some of Portland's other attractions include:

- The Portland Cable Tram.
- The Portland Botanical Gardens – One of the first public gardens to be established in Victoria and feature a bluestone Curator's Cottage, croquet lawns and 1300 dahlias planted each year.
- Fawthrop Lagoon – A permanent wetland area set in natural bushland on the city fringe. It is home to many birds, plants and aquatic life as well as having an excellent walking track.
- A lavender farm and wineries from the Henty Wine region.
- The WWII Memorial Lookout Tower – Built in an obsolete water tower, the museum displays memorabilia connected to the war and its many steps will lead you to a fantastic 360 degree view of Portland.
- Portland's Powerhouse Motor and Car Museum – the 4th largest in Australia has a unique collection of veteran, vintage and classic cars, motorbikes, tractors and engines.



## About The Role

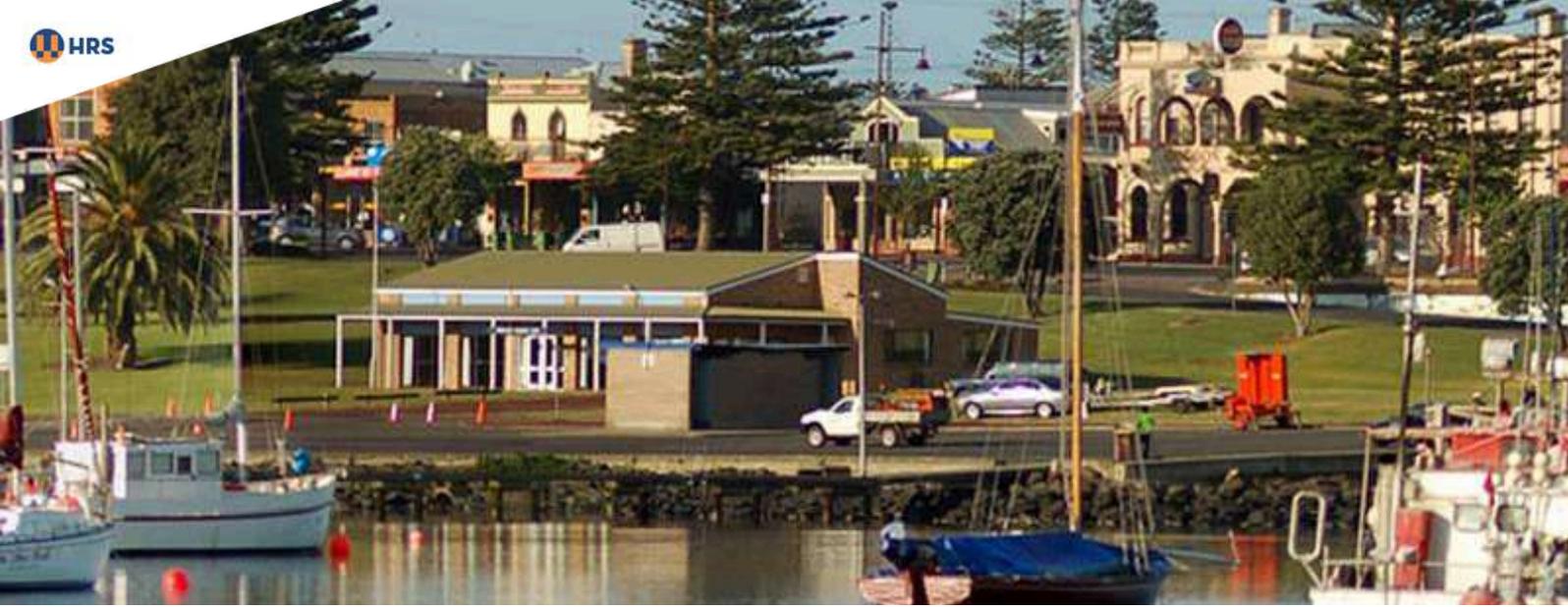
This is a newly created role following a recent review of the leadership structure at PDH. The organisational restructure at PDH means that they are now seeking to appoint a high calibre health professional to this critical workforce leadership role.

Reporting to the CEO, the Executive Director, People & 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. 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.





## Key Selection Criteria

### QUALIFICATIONS

- 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

- 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

## Remuneration

The role is Full Time.

A three (3) year contract with a competitive remuneration package dependent on experience and qualifications will be negotiated with the successful applicant. The remuneration package will be based on the Health Executive Employment and Remuneration (HEER) Policy (v2.0). Annual Remuneration Statement for Victorian Public Health Sector Executives – 1 July 2024. PDH is a Group 3 entity under the current HEER policy.

The TRP is inclusive of:

- Base Salary
- Superannuation
- Motor Vehicle

Other benefits:

- Salary packaging benefits
- Relocation support

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## How to Apply

Applications should include a:

- Covering Letter addressing the Key Selection Criteria;
- Current CV; and
- A completed Application Form (available on the HRS web site)

Applications can be lodged online via the HRS web site or by email at:  
**hrsa@hrsa.com.au**

**Applications Close: April 10th, 2026**

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## Further Information

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The kind of  
expertise that  
only comes  
from years of  
experience.

