

TIMBOON AND DISTRICT HEALTHCARE SERVICES

POSITION DESCRIPTION



POSITION TITLE:	Chief Executive Officer (CEO)
DEPARTMENT:	Timboon and District Healthcare Service (TDHS)
RESPONSIBLE TO:	Board of Management
POSITION SUMMARY:	<p>The CEO is responsible for the strategic leadership, governance and operational management of TDHS and is accountable to the Board of Management and, through the Board, to the community of Timboon and surrounding districts.</p> <p>The CEO leads the organisation to deliver safe, high-quality, person-centred and consumer-informed health and wellbeing services that meet community needs and are financially sustainable. The role is responsible for fostering a values-based culture aligned with TDHS's ICARE values, promoting continuous improvement, innovation, inclusion and organisational excellence.</p> <p>The CEO is responsible for ensuring:</p> <ul style="list-style-type: none"> • All TDHS services operate in accordance with contemporary evidence-based practice, relevant legislation, regulatory requirements and accreditation standards. • Safe, high-quality, person-centred care is delivered across all services. • The organisation achieves its strategic objectives and remains responsive to current and emerging community needs. • Effective governance, financial stewardship, risk management and organisational accountability are maintained. • Strong partnerships are developed with consumers, staff, community members, health service providers, government agencies and other key stakeholders. • Workforce strategies are in place to attract, develop and retain a skilled, engaged, diverse and inclusive workforce. • Organisational systems, processes and capabilities support innovation, sustainability and future service growth. • TDHS fulfils its obligations under all relevant legislation, Government and Ministerial directions, Department of Health policies and directives, and the Financial Management Act 1994, including the responsibilities of the Accountable Officer. <p>The CEO provides visible and values-driven leadership, building a culture of trust, collaboration, accountability and continuous learning that supports excellence in care delivery and positive outcomes for consumers, staff and the community.</p>
ORGANISATION ENVIRONMENT:	TDHS is a values-based organisation. Our workforce demonstrates the ICARE values (Integrity, Compassion, Accountability, Respect, and Excellence) in interactions with each other, consumers and the community. Expected

	<p>behaviours are outlined in the TDHS Code of Conduct. Our culture reflects the commitment to being a learning-based organisation, underpinned by continuous quality improvement with a focus on safety and risk management.</p> <p>TDHS supports flexible and inclusive work practices where operationally appropriate and is committed to supporting employees to balance professional and personal responsibilities.</p> <p>As a person-centred service, we expect our workforce to treat each person as an individual, recognising their unique needs and experiences. A key component of this is involving consumers and their support people in decisions about the service they receive and promoting their participation.</p> <p>TDHS is a Health Promoting Health Service which focuses on preventative healthcare practices. Promotion of wellbeing is a key objective of every position. Every health care contact is seen as a health improvement opportunity.</p>
<p>OUR DIVERSITY COMMITMENT:</p>	<p>TDHS recognises, values and celebrates the diversity of the communities we serve and the workforce that supports them. We provide services to people of all abilities, backgrounds, cultures, and perspectives with a particular focus on meeting the needs of older people and those experiencing vulnerability or disadvantage.</p> <p>We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands on which we work, recognise their enduring connection to the land, and are committed to supporting self-determination and culturally safe care.</p> <p>We value the significant contributions made by people from culturally and linguistically diverse backgrounds who enrich our communities and are committed to fostering a workplace and service environment where people of all genders, gender identities, sexual orientations, ages, abilities, cultural backgrounds, faiths, socioeconomic circumstances, and lived experiences are treated with dignity, respect, and fairness.</p>
<p>TERMS & CONDITIONS OF EMPLOYMENT:</p>	<p>As per Letter of Appointment and Contract.</p>

<p>KEY RESPONSIBILITIES:</p>	<p>1. Provide integrated health and wellbeing services</p> <p>Outcomes Active TDHS engagement in local and network partnerships and service delivery that builds a stronger health system driven by the needs of our community.</p> <p>Performance Indicators: Systems and processes are in place to ensure:</p> <ul style="list-style-type: none"> • TDHS is led and managed to provide a fiscally viable service that meets the needs of the community.
-------------------------------------	---

- The suite of services provided are defined by clinical capability and role delineation and are in line with the network clinical services plan.
- TDHS provides safe, high-quality, person-centred care that increases consumer experience.
- All accreditation, regulatory requirements and relevant standards are met and maintained.
- Compliance with the relevant Acts and Regulations, Hospital By-laws and Rules and all other guidelines, protocols or policies.
- Effective oversight of financial performance, organisational risk and governance frameworks, maintaining compliance and accountability across clinical and non-clinical operations at all times.
- Effective finance and audit functions and budgetary development and control processes are in place.
- Relationships are developed that support development, growth and expanded service delivery opportunities.
- Opportunities for innovation and sustainable growth are identified, evaluated and implemented where appropriate.

2. Contribute to the development of Connected Community

Outcomes

A more engaged and health literate community where health and wellbeing are highly valued.

Performance Indicators: Systems and processes are in place to ensure:

- External stakeholder relationships are developed and maintained to ensure the health service is recognised in the community
- Network based health messaging is appropriate for the local context, and that community health needs are understood and appropriately met.
- The organisation supports a commitment to partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning.
- An effective communications strategy is developed and implemented.

3. Maintain and enhance a skilled, engaged and inclusive workforce

Outcomes

A skilled, engaged and diverse workforce that feels valued, respected and supported to deliver high-quality, person-centred, healthcare services to the community now and into the future.

Performance Indicators: Systems and processes are in place to ensure:

- Development of an agile workforce plan that incorporates innovative, equitable and inclusive attraction, recruitment and retention strategies.
- Workforce diversity is valued and strengthened through policies, practices and initiatives that promote equity, accessibility and participation across all levels of the organisation.
- Workforce practices and culture evolve in response to changing workforce expectations, fostering an inclusive workplace where all people feel safe, respected, connected and able to contribute.
- Recognition of our responsibility as a major local employer to provide equitable pathways for local people, including underrepresented groups, to

	<p>develop the skills, experience and confidence required to join and thrive within the TDHS workforce (“grow our own” strategy)</p> <ul style="list-style-type: none"> • An effective, stable corporate structure, including delegation of duties and accountability of managers and other staff members is maintained which supports a culture of inclusion, collaboration and continuous learning, while maintaining clear pathways for career development, succession planning and workforce growth. • The organisational structure remains fit for purpose, enabling a responsive, collaborative and inclusive approach to service delivery and workforce development. <p>4. Strengthen Organisational Leadership</p> <p>Outcomes</p> <p>THDS is acknowledged as an innovative, inclusive, efficient, and sustainable organisation that supports safe care delivery and continuous quality improvement.</p> <p>Performance Indicators: Systems and processes are in place to ensure:</p> <ul style="list-style-type: none"> • An inclusive and collaborative approach to the development of the next strategic plan. • Effective working relationship with the Chair of the Board of Directors and network organisations. • Ongoing improvement and streamlining of organisational governance. • Development of effective relationships with the Department of Health and other statutory bodies in the interests of the TDHS. • Organisational capability is expanded.
--	--

SELECTION CRITERIA:	<ol style="list-style-type: none"> 1. Proven ability to create a vision for the future which explores non-traditional models and to engage with and inspire stakeholders (Staff, Board of Management & Community). 2. Demonstrated values driven leadership with the ability to build trust, foster collaboration and achieve strategic objectives. 3. Demonstrated ability to effectively lead and manage at the executive level in an environment of significant organisational and industry change. 4. Sound understanding of corporate governance. 5. Evidence of highly developed interpersonal, communication and negotiation skills with experience in developing and maintaining collaborative partnerships and stakeholder relationships both internal & external (including other levels of government, service providers, staff and community). 6. Demonstrated ability to deliver positive health outcomes within challenging budgetary and market conditions.
----------------------------	--

	<p>7. Sound knowledge of current trends affecting health in Victoria and Australia and, in particular, developments in acute, aged care and primary care.</p> <p>8. Demonstrated highly effective leadership and employee management.</p> <p>9. Established business skills, strategic planning acumen and financial management with demonstrated experience in effective risk management and a thorough understanding of Commonwealth and State funding.</p> <p>10. Evidence of ability to develop and adopt alternative models to enable growth opportunities for the organisation with demonstrated ability to strategically scope, analyse and assess and mitigate risk.</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • A relevant tertiary qualification with postgraduate qualifications in a clinical discipline, health administration, business, quality management or a related field, or an equivalent combination of qualifications and executive leadership experience. <p><u>Additional requirements</u></p> <ul style="list-style-type: none"> • Police Check (Clear) • Working With Children’s Check (Clear) • National Disability Insurance Scheme Check (Clear) <p><u>Desirable Criteria</u></p> <ul style="list-style-type: none"> • Demonstrated previous innovation in an executive management role. • Experience in the health industry. • Highly motivated individual with a positive outlook.
TDHS VALUES ICARE:	<p>As a values-based organisation, the following form the basis of the TDHS Code of Conduct:</p> <ul style="list-style-type: none"> • Integrity: We foster an open and positive work environment through honest and ethical behaviours • Compassion: We are understanding of people’s differing needs, opinions and feelings and treat everyone with empathy • Accountability: We take responsibility for our actions, attitudes and decisions and the impact it has on others within our workplace • Respect: We promote an inclusive and diverse culture by valuing the differing views, qualities, needs and feelings of each other • Excellence: We invest in continuous development opportunities, so we can continue to deliver exceptional services to our community
PERFORMANCE REVIEW:	Conducted annually as per the schedule.

I, _____ (*print name*) acknowledge that 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.

Signature:

Date:

cc: Personnel File