Director of Medical Services

(Part Time - 24 hrs per week)

East Grampians Health Service

East Grampians Health Service (EGHS) is based in Ararat and Willaura (Rural Victoria) and takes its name from the magnificent mountain range that provides a backdrop to both townships. We are committed to providing quality care and services that meet the needs of the community, whilst continuously striving for improvement and aiming to lead the way in provision of health-related services.

EGHS meets the needs of the community by delivering a comprehensive range of services across both Ararat and Willaura. Operating throughout the Ararat Rural City and employing more than 650 staff, EGHS provides acute, residential, home and community-based care supported by strong medical and management services.

Acute services include medical, surgical, midwifery and palliative care and Urgent Care Centre alongside a perioperative unit comprising two operating theatres, a day procedure unit and renal dialysis. EGHS also provides 81 aged care beds, ensuring high-quality, person-centred care for older people.

Community-based services include dental, physiotherapy, exercise physiology, occupational therapy, podiatry, speech pathology, dietetics, diabetes education, social work and womens health, support@home, community and palliative care nursing. EGHS also delivers outreach services to Willaura, Lake Bolac and Elmhurst, ensuring accessible care across the district.

About the role

The Director of Medical Services (DMS) is a key leadership position within East Grampians Health Service (EGHS), providing strategic and operational leadership across medical services. The role maintains strong collaborative relationships with all Medical Officers engaged with EGHS, including local General Practitioners, Medical Centres, and Visiting Medical Officers.

As a member of the Executive Team, the DMS contributes to the effective management and delivery of high-quality, safe, and patient-centred care through sound clinical governance, strong business practices, effective communication, and active participation in organisational leadership. The position plays a significant role in supporting the achievement of EGHS's strategic objectives and organisational priorities.

In support of our core value of Learning Culture, the DMS provides oversight of the Grampians Region Victorian Rural Generalist Program (VRGP) and represents EGHS in the oversight of the Deakin University Rural Training Stream Medical Education Program.

The DMS is also responsible for the recruitment, retention, workforce planning, and roster management of Medical Officers across EGHS Urgent Care, Obstetrics, and Anaesthetics services.

This is a part-time position (24 hours per week), working Monday to Wednesday and based in Ararat. The successful applicant will be supported by an experienced administrative team.

The Director Medical Services is responsible for:

- **Lead Medical Services** — Provide strategic and operational leadership for all EGHS Medical Services, ensuring safe, effective and high-quality service delivery.
- **Manage Medical Workforce** — Oversee recruitment, retention and rostering for Medical Officers across the Urgent Care Centre, Obstetrics and Anaesthetics.
- **Contribute to Executive Decision-Making** — Participate in Executive leadership meetings and contribute to organisational decision-making processes.
- **Support the Chief Executive** — Ensure the Chief Executive is supported through effective oversight and monitoring of quality, safety and performance activities.
- **Collaborate with Ararat Medical Centre (AMC)** — Constructively work with the AMC to support recruitment, training, retention and rostering of medical staff, ensuring alignment with accreditation standards and workforce needs.
- **Attend Board & Lead Community Consultative Committee (CCC)** — Attend Board meetings and chair the Clinical Consultative Committee
- **Oversee Accreditation** — Lead accreditation activities relevant to Medical Services and ensure compliance with required standards.
- **Plan Service Development** — Develop short, medium and long-term capital, resource and service-delivery plans that align with EGHS strategic priorities.
- **Ensure Policy Compliance** — Ensure all Medical Officers (Visiting and Employed) comply with EGHS policies, including recruitment, credentialling, performance management, award entitlements, mandatory education, leave management and workforce planning.
- **Provide Clinical Governance** — Maintain responsibility for medical clinical governance, including risk management, quality systems and continuous improvement.
- **Manage VRGP** — Oversee the Grampians Victorian Rural Generalist Program.
- **Credential Medical Practitioners** — Ensure all medical practitioners are appropriately credentialed and meet ongoing scope-of-practice requirements.
- **Resolve Performance Issues** — Manage and resolve performance issues within Medical Services, including Visiting Medical Officers.
- **Lead Deakin Teaching Program** — Represent EGHS in leading the Deakin University Medical Teaching Program.
- **Optimise Resources** — Demonstrate efficient use of resources and contribute to the development of innovative medical service models.
- **Conduct Clinical Reviews** — Undertake clinical reviews as required to support quality and safety.
- **Participate in Committees** — Attend and contribute to relevant EGHS committees.

To be considered for this role you will have the level of skills experience and as outlined in the

Key Selection Criteria:

- Current general or specialist registration with the Australian Health Practitioners Regulation Agency
- Current registration or working towards, Fellowship of the Royal Australian College of Medical Administration
- Demonstrated strong performance in senior medical role
- Demonstrated outstanding leadership qualities
- Demonstrated achievement in leading organisations to significant positive outcomes
- Skilled management in organisational planning, development and change management
- Ability to influence and negotiate in a sensitive and effective manner
- Extensive understanding of relevant the accreditation standards
- Extensive understanding of medical credentialing
- Advanced understanding and knowledge of Medical and Clinical issues in a rural health environment – including intern and rural generalist training
- Advanced understanding and knowledge of undergraduate medical education

What we offer

- Regional Lifestyle –
- A variety of employee benefits including salary packaging
- Ongoing professional development and career opportunities
- Relocation, accommodation assistance including access to rural and remoted housing benefits

East Grampians Health Service provides a positive, supportive, and sociable team environment. This is a fabulous career opportunity for an experienced health professional.

Full details on how to apply are available on our web site:

www.hrsa.com.au

or contact Jo Lowday on 0400 158 155 or John Cross on 0417 332 598. To make an application you will be required to submit: a Cover Letter incorporating a response to the Key Selection Criteria, your full CV and a completed HRS Application Form available on the HRS web site. Applications can be sent by email to: hrsa@hrsa.com.au

Applications Close: 13 December 2026