

Candidate Information

Executive Director Medical Services

PORTLAND DISTRICT HEALTH

HRS





We acknowledge the traditional owners of the lands and waterways in which we live and work, the Gunditjmara 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.

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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

The principal duty of the Executive Director Medical Sservices (EDMS) is to ensure patient safety. All work and responsibilities undertaken by the EDMS are founded on this obligation.

Accordingly, the EDMS must ensure that:

- PDH's Clinical Governance framework, systems, and processes align with best practice and are measured and monitored for compliance with the NSQHS Standards.

- PDH maintains a sustainable and competent medical workforce, supported by a robust credentialing system and clearly defined scopes of practice which reflect each doctor's skills and the service's capabilities.

Operationally the EDMS oversees the work and functioning of Pharmacy and Medical Imaging, with the respective service managers being direct reports. The EDMS also has oversight of the pathology contract with responsibility for ensuring that agreed KPIs are achieved.

Finally, as a member of the Portland District Health (PDH) Executive Team, the EDMS serves as the primary source of expert medical advice to the CEO, supporting the delivery of the PDH Strategic Plan and the effective stewardship of the health service. In addition, the EDMS may hold operational responsibilities.

This is a diverse and challenging clinical leadership role in a dynamic environment that would suit an established or aspiring Medical Administrator. PDH is a member of the South West Local Health Services Network (SWLHSN) and the role will be well supported by colleagues in other SWLHSN member organisations such as South West Healthcare (warrnambool) and Western District Health Service (Hamilton).



Key Selection Criteria

QUALIFICATIONS

- Tertiary medical qualifications and current registration with AHPRA
- RACMA fellowship, progress toward fellowship and/or relevant post graduate management studies.

EXPERIENCE and/or SPECIALIST KNOWLEDGE

Essential

- Substantial clinical experience consistent with a senior leadership role in the public health sector
- Proven experience in workforce development and management, and strategic service planning
- Strong leadership skills and the ability to work collaboratively with regional partners
- Experience and understanding of corporate management practice and principles, including financial and business management
- Comprehensive understanding of medico-legal issues, clinical risk management, clinical governance and relevant legislation

Desirable

- Comprehensive knowledge of accreditation and compliance with NSQHS Standards
- Experience with change management principles and processes, service design and workforce development

Remuneration

Employment terms will be in accordance with the Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026.

Classification - HM43 (for a full-time appointment)

The TRP is inclusive of:

- Base Salary
- Superannuation
- Motor Vehicle
- Accommodation support

Other benefits:

- Salary packaging benefits
- Relocation support
- Flexible work arrangements
- Paid travel time

How to Apply

Applications should include a:

- Covering Letter addressing the Key Selection Criteria;
- Current CV;

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

Applications Close: December 4th, 2026

Further Information

John Cross
Director
Health Recruitment Specialists
0417 332 598

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



HRS