

CEO

• *Great lifestyle - great community*

Timboon District Healthcare Service provides person-centred, integrated health and wellbeing support to its local catchment of some 6000 people. Financially secure, it has revenue of \$7.5m, 100 staff and an array of volunteers serving an area which is thriving due to tourism.

Working with a skilled and focused Board, your brief is to ensure ongoing viability through optimal service delivery and a commitment to partnerships, workforce development and exceptional community engagement.

This is an outstanding opportunity for a talented health and/or human services professional to build on what has already been achieved. The role is tailor-made for an experienced leader and manager who has acquired a thorough grasp of corporate and clinical governance in a rural environment.

Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Alex Cooper on 03 9946 7339 or Jeremy Wurm on 03 9602 1666, in confidence.



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TIMBOON AND DISTRICT HEALTHCARE SERVICE POSITION DESCRIPTION

POSITION TITLE: Chief Executive Officer (CEO)
DEPARTMENT: Timboon and District Healthcare Service (TDHS)
RESPONSIBLE TO: Board of Management

POSITION SUMMARY:

The CEO is principal in leadership and management of day-to-day operational matters for the health service, accountable to the Board of Management and through them, to the community of Timboon and its surrounds.

The primary purposes of the CEO's role is to ensure:

- All TDHS operations are at contemporary standards.
- All clinical services are provided safely and through up-to-date evidence-based practices.
- All required accreditation and other legislative/compliance standards are met.
- The organisation supports, promotes and achieves its strategic directions.
- Complete fiscal responsibility of the organisation.
- Strategies, processes systems and metrics are in place to build future capability of the organisation to meet changing community needs.
- Compliance with:
 - Legislative obligations
 - Government and Ministerial directions
 - Secretary, Department of Health and Human Services directives, instructions and policies.

The role has responsibility for:

1. **Providing integrated health and wellbeing services** – Leading and facilitating best practice outcomes for safe, quality patient centred care that is financially viable.
2. **Contribute to the development of a Connected Community** – Collaborate and build relationships for effective communication within and across the region to ensure that TDHS is engaged, contemporary and has all the appropriate resources to meet current and future needs.
3. **Maintain and enhance our workforce** – Lead and develop organisational systems to maintain and support an effective, skilled, engaged and motivated workforce. Ensure contemporary care and development for future workforce needs.
4. **Strengthen Organisation Leadership** – Leading the organisation to create a values-based culture which builds trust and commitment among staff, working together towards clinical excellence.

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 behaviours are outlined in the TDHS Code of Conduct. Our culture reflects our commitment to being a learning based organisation, underpinned by continuous quality improvement with a focus on safety and risk management.

Being 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.

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.

OUR DIVERSITY COMMITMENT:

TDHS recognises, supports and celebrates the diversity of the communities within which we work. Our services are delivered to people of all ages and health status with a focus on care of the aged and disadvantaged. We work with individuals and groups from a wide range of backgrounds, interests and experiences. We acknowledge the first people of Australia and their unique role in our history and society. We recognise the important attributes that those who followed from culturally and linguistically diverse backgrounds have brought to our communities. We appreciate the challenges experienced through financial disadvantage and endeavour to consider the impact it has upon people, when providing services.

TERMS & CONDITIONS OF EMPLOYMENT:

As per Letter of Appointment and Contract

KEY RESPONSIBILITIES:

1. Provide integrated health and wellbeing services

Outcomes

Active TDHS engagement in local and regional partnerships and service delivery that builds a stronger health system driven by the needs of our community.

Performance Indicators: That systems and processes are in place to ensure:

- TDHS is led and managed to provide a fiscally viable service that meets the needs of the community.
- The suite of services provided are based on best practice and supported by evidence in all its operations.
- Support systems that provide safe, high quality care that improves patient experience and patient centred care.
- 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.
- Financial requirements, as determined by the Board and Department of Health and Human Services are observed and met.
- Risk management and governance (both clinical and non-clinical) are managed at all times.
- Comprehensive incident reporting and consumer feedback systems are maintained.
- An effective finance and audit function and budgetary development and control processes are in place.
- All contracts for the provision of services are maintained and operate within accreditation and budgetary requirements.

2. Contribute to the development of a Connected Community

Outcomes

An engaged and health literate community where health and wellbeing are highly valued.

Performance Indicators: That systems and processes are in place to ensure:

- Relationships are developed and maintained to ensure the health service is recognised in the community and community health needs are understood and appropriately met.
- Demonstrated focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning.
- Communications with the community maintain a high standard of community relations and understanding of the health service and its related issues.
- Community satisfaction is monitored on a regular basis and strategies for improvement are implemented where appropriate.
- Clear and timely communications strategies are in place to optimise internal and external relations.

3. Maintain and enhance our workforce

Outcomes

An engaged and skilled workforce that is well supported to meet the healthcare needs of the community, now and into the future.

Performance Indicators: That systems and processes are in place to ensure:

- A harmonious, safe and adequately resourced work environment is provided for all staff to maximise motivation and personal development in their defined roles.
- Work practices are carried out in accordance with the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- All staff are appropriately qualified and trained for their defined positions with ongoing education.
- Communications with employees maintain a high standard of employee relations and promote a team building culture.
- Annual performance reviews and competency assessment, where appropriate, are conducted.
- Staff satisfaction is monitored on a regular basis and strategies for improvement are implemented where appropriate.
- An effective corporate structure, delegation of duties and accountability of Managers and other staff members is maintained.

4. Strengthen Organisational Leadership

Outcomes

TDHS is acknowledged as an innovative, effective, efficient, and sustainable organisation that supports safe care delivery and continuous quality improvement.

Performance Indicators: That systems and processes are in place to ensure:

- Compliance with TDHS Values and Employee Code of Conduct.
- Leadership is provided to the organisation and community in the provision, development and implementation of an ongoing strategic plan.
- Effective, regular liaison with the Board of Directors as required.
- Board and committee meetings are convened with appropriate information provided for decision-making and accurate minutes are recorded and promptly circulated.
- Liaison with the Department of Health and Human Services and other statutory bodies is effective in the interests of the TDHS.
- Liaison with other health service providers in the region maximises co-operation and efficient utilisation of services and facilities.
- There is appropriate participation in DHHS state-wide and regional committees and initiatives.

SELECTION CRITERIA:

1. Extensive Executive level experience in leading and managing within a complex health service.
2. Demonstrated strong, values driven leadership skills, with a commitment to working collaboratively to achieve agreed vision and objectives utilising evidence-based quality approach.
3. Demonstrated ability to effectively lead and manage in an environment of significant organisational and industry change. Strong ability to create a vision for the future and to engage with and inspire stakeholders (Staff, Board of Management & Community).
4. Sound understanding of corporate and clinical governance and experience working effectively with a Board of Management.
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 balance the needs of a commercially viable health service with the expectations and requirements of the local community.
7. Sound knowledge of current trends affecting health and community services in Victoria and Australia, and in particular, current developments in acute, aged care and primary care.
8. Demonstrated sound knowledge of human resource management issues and extensive experience in effectively managing employees.
9. Strong financial management, business skills and strategic planning acumen, with demonstrated experience in effective risk management plus a thorough understanding of Commonwealth and State funding.
10. Evidence of ability to recognise and act upon development and growth opportunities for the organisation, with demonstrated ability to strategically scope, analyse and assess and mitigate risk, with experience in accessing traditional and non-traditional funding sources.
11. Demonstrated understanding of the MPS concept within the Victorian Public Health Sector.

Qualifications

- Advanced relevant tertiary degree with post graduate qualifications in a clinical field, health administration, business or quality management.

Additional requirements

- Current Driver's Licence
- Police Check (Clear)
- Working with Children's Check (Clear)

Desirable Criteria

- Rural health experience in executive management role.
- Experience in the health industry.
- Sound knowledge of reporting requirements
- Ability to access capital and recurrent funding.
- Administrative experience in a Victorian MPS.

TDHS VALUES ICARE:

As a values-based organisation, the following are the basis of the TDHS Code of Conduct:

- Integrity – we engage others in a respectful, fair and ethical manner.
- Compassion – we accept people as they are and display kindness and sensitivity to them.
- Accountability – we are responsible for our actions.
- Respect – we consult and collaborate with others and appreciate the diverse views of the patients, families and each other.
- Excellence – we create opportunities for education and are committed to continuous development.

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