



HSS Registered

Executive Director - Clinical Service Strategy and Population Health

Health Executive Grade B - Health Professional

Position Number: 602768

East Metropolitan Health Service

Reporting Relationships

Board of Management



Chief Executive
East Metropolitan Health Service
Position Number: 602766



This Position



Directly reporting to this position:

Title	Classification	FTE
• Director Clinical Service Planning	G12	1.0
• Director Community and Population Health	G11	1.0
• Director Aboriginal Health Strategy	G10	1.0
• Executive Secretary	G4	1.0

Also reporting to this supervisor:

- Executive Director, Royal Perth Bentley Group
- Executive Director Armadale Kalamunda Group
- Area Director Clinical Services
- Area Director of Nursing
- Area Director of Allied Health & Health Sciences
- Executive Director Safety, Quality & Consumer Engagement
- Executive Director Corporate Services & Contract Management
- Executive Director Finance and Infrastructure
- Director Office of the Chief Executive

Key Responsibilities

Oversees Health Service planning and provides strategic direction for area wide service delivery for the EMHS, including mental health.

Responsible for the development and implementation of community programs, including public health, health promotion, Aboriginal health services and ambulatory care programs within the East Metropolitan Health Service (EMHS).

Responsible for the development and implementation of the Aboriginal Health Strategy.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Management

- 1.1 Manages, and is accountable for budget allocation and position establishment to meet required organisational outcomes and alignment of resources to the delivery of services.
- 1.2 Responsible for the implementation of appropriate controls and other strategies to achieve required budget outcomes. Leads and manages staff in accordance with public sector management guidelines and legislation.
- 1.3 Responsible for the management and leadership of strategic planning, clinical planning, reform and innovation, Aboriginal Health, Operational Planning and co-ordination of Mental Health.
- 1.4 As a member of the area executive group, contributes to making of decisions on issues for the EMHS. Actively promotes, and facilitates the delivery of high quality services and actively leads and promotes organisational objectives within approved budget.
- 1.5 Provides high-level expert advice and support to the Chief Executive, and other Area executives, through analysis and assessment of trends and emerging issues within and across the Area, and at the state and national levels in relation to the position's portfolio of responsibilities.

2. Policy and Planning

- 2.1 Oversees the development and implementation of related policies, protocols and procedures for portfolio that minimise the risk of disease and injury, enhance the health and wellbeing of the population and facilitates early discharge and hospital avoidance
- 2.2 Establishes and maintains strategic alliances with other Health Service Providers and Agencies to achieve objectives.
- 2.3 Advises relevant health service managers in the area on appropriate resource allocation according to evidence of efficacy of health service delivery.
- 2.4 Advocates for the population health needs of the EMHS population.
- 2.5 Leads the development and implementation of an Aboriginal health strategy for the EMHS.
- 2.6 Leads and directs the development, implementation and evaluation of a strategic framework aimed at effectively meeting current and future needs of the population of the area health service in accordance with state and national priorities.
- 2.7 Provides strategic leadership and direction with respect area wide service delivery.

3. Specific Position and/ or Operational Responsibilities

- 3.1 Develops, implements and reviews the key strategies and objectives of the Clinical Strategy and Population Health Directorate.
- 3.2 Oversees the development, implementation and evaluation of programs that promote the physical and mental health of the population within the jurisdiction, with emphasis on sectors of the population that have a compromised health status.
- 3.3 Responds, in conjunction with the NMHS and the Communicable Disease Control Directorate to any significant communicable disease outbreak.
- 3.4 Communicates information on matters of population health importance to health services and to the community as required.
- 3.5 Responds to emergencies that pose a threat to population health.
- 3.6 Ensures that population health emergency plans are in place for the EMHS in association with the State Health Emergency Coordinator.
- 3.7 Oversees the development of strategies to address environmental threats to health.

3.8 Ensures that environmental health plans are activated in accordance with best practice and the Health Services Act in association with local government environmental health officers.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Applicants must demonstrate their capacity to meet the following criteria which should be read in conjunction with the Brief Summary of Duties and the EMHS Values.

Essential Selection Criteria

1. Exemplifies personal integrity and commitment to public service.
 - Demonstrates public service professionalism, probity and accountability.
 - Ability to work within and promote the values of EMHS.
 - Exhibits personal commitment to customer service.
 - Engages with risk.
 - Demonstrates personal commitment to professional development.
2. Shapes and manages strategy.
 - Inspires a sense of purpose and direction towards achieving a strategic vision.
 - Shows forward thinking, judgement, intelligence and common sense.
 - Directs policy development within a public policy environment.
 - Directs the implementation of operational reforms.
 - Harnesses information and opportunities.
3. Achieves results and operational excellence.
 - Builds organisational skill and shapes culture.
 - Steers and implements change and deals with uncertainty.
 - Delivers intended results.
 - Ensures delivery of high quality services.
 - Manages all resources in a constrained environment.
 - Demonstrates leadership in workforce and succession planning.
4. Builds productive relationships.
 - Nurtures internal and external relationships.
 - Facilitates cooperation and partnerships.
 - Guides, coaches and develops people.
5. Communicates and influences effectively.
 - Communicates clearly.
 - Listens, understands and adapts to audience.
 - Negotiates and advocates persuasively.
 - Values individual differences and diversity.
6. Policy and Strategic Development
 - Demonstrated ability to recognise opportunities to enhance service delivery and capitalise on these through effective change strategies, including initiating policy development and review within a population policy environment
 - Demonstrated conceptual and analytical skills.
7. Knowledge and commitment to the provision of Aboriginal Health services
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Relevant Tertiary qualifications.
2. Experience in health promotion research and evaluation.
3. Experience in analysis and reporting of epidemiological data.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	13/08/2018
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