



HSS Registered February 2018

Executive Director

Health Executive Corporate: Level D

Position Number: 005827

Sir Charles Gairdner Osborne Park Health Care Group
North Metropolitan Health Service

Reporting Relationships

Chief Executive
North Metropolitan Health Service
Position Number:000001



This Position



← Also reporting to this supervisor:

- ED WNHS
- ED Mental Health, Public Health & Dental Health
- ED Business and Performance
- Manager Office of the CE
- ED Safety, Quality & Governance
- ED, Procurement, Infrastructure & Contract Management
- ED Strategy & Exec. Services
- Project Director, QEII/MT Trust

Directly reporting to this position:

Title	Classification	FTE
Medical & Nursing Co-Directors Clinical Divisions Medical, Surgical, Medical Specialties and OPH	SRN / MP	4.0
Director Safety, Quality & Performance Unit	HSO G11	1.0
Executive Director Medical Services – SCGOPHCG	MP	1.0
Executive Director Nursing Services – SCGOPHCG	HSO Class 1	1.0
Manager Officer of the Executive Director	HSO G9	1.0
Manager Innovations Unit	HSO G10	1.0

Prime Function / Key Responsibilities

Responsible for the operations of Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG) including the delivery of clinical programs, coordination with other providers, relationships with other stakeholders and the efficient and effective management of all resources. Contributes to decision making on whole-of-health issues as part of the North Metropolitan Health Service (NMHS) Executive team.

Brief Summary of Duties

1. Strategic Leadership and Accountability

- 1.1 As a member of the NMHS Executive, contributes to decision making on whole-of-health issues for the NMHS.
- 1.2 Actively promotes, guides and facilitates the delivery of high quality hospital and health services and high standards of practice and professional services.
- 1.3 Effectively leads and promotes organisational and cultural change.
- 1.4 Applies NMHS policies and develops and applies operational policies which guide local service delivery and related activities.
- 1.5 Ensures appropriate service planning and continuously monitors and evaluates the performance of the relevant areas with a view to continuous improvement.
- 1.6 Ensures compliance with applicable legislation as it relates to the delivery of NMHS, hospital and health services.
- 1.7 Manages, and is accountable for, budget allocation and position establishment to meet required organisational outcomes and the alignment of resources to the delivery of health service, hospital and acute care services in an activity based funding/management environment. Responsible for the implementation of appropriate controls and other strategies to achieve required budget outcomes.
- 1.8 Ensures that the resources of the hospital and health services within scope are managed and developed to meet service requirements and NMHS outcomes.
- 1.9 Performs duties in accordance with the Code of Conduct, the policies and procedures, the Code of Ethics and relevant Occupational Health and Safety and Equal Opportunity Legislation.

2. Communication and Consultation

- 2.1 Provides the Chief Executive with information, reports and recommendations regarding clinical operations management and progress on the implementation of SCGOPHCG Clinical Service Plans.
- 2.2 Initiates and facilitates forums and discussion with the relevant areas to discuss and resolve issues relating to the development and implementation of strategic and operational plans, policies and initiatives as these apply to SCGOPHCG.
- 2.3 Establishes, develops and maintains strategic and working relationships with internal and external stakeholders in order to effectively liaise, consult and negotiate with relevant professional, industry and non-government groups.

3. Operational

- 3.1 Responsible for all clinical services provided under the auspices of the relevant areas. This requires appropriate planning and coordination and the application of area plans, policies and protocols. Services are expected to be coordinated with other providers and integrated to deliver seamless care as far as possible.
- 3.2 Responsible for the quality of services delivered and the safety of patients, visitors and staff.
- 3.3 Responsible for ensuring the delivery of health services which are safe and of high quality.
- 3.4 Responsible for the overall performance of the hospital particularly in relation to quality of clinical outcomes, financial performance and meeting key performance indicators which include the National Emergency Access Targets (NEAT) and the National Elective Surgery Targets (NEST).
- 3.5 Where relevant, is responsible for the operation of teaching programs and vocational training. Consistent with the role of the relevant area, this officer will also be responsible for establishing and managing systems, which ensure appropriate support and conduct of research.
- 3.6 Implements the vision and purpose of the NMHS with the SCGOPHCG.

4. Other

4.1 Represents the NMHS as required. From time to time the Executive Director may be required to undertake additional duties consistent with training and experience.

5. NMHS Governance, Safety and Quality Requirements

5.1 Participates in the maintenance of a safe work environment. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

5.3 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.

5.4 Completes mandatory training (including safety and quality training) as relevant to role.

5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Individual Characteristics

Exhibit a personal commitment to customer services, integrity and personal learning. Working within the value system of the public sector (e.g., teamwork, continuous improvement, and equity) is also relevant to this criterion.

The successful candidate will demonstrate superior leadership, communication, negotiation and people management skills and extensive senior experience in managing hospitals and acute health care services.

2. Leadership

Assume a pivotal/important role in achieving an environment within the NMHS and the hospitals within scope that provides forward thinking, clearly articulated, strategic direction. The ability to establish networks and communicate effectively with a diverse range of people is important to this criterion.

The successful candidate will be able to demonstrate the ability to maintain positive working relationships with diverse groups of people within the health sector and wider community. They will possess demonstrated skill in the leadership of personnel and workplace re design supporting service reform. The ability to build and maintain strategic alliances is highly desirable.

3. People Management

Promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.

The successful candidate will demonstrate substantial expertise in managing hospitals and acute health care services. Demonstrated expertise in managing organisational change is essential. The candidate will have a proven record in the development and implementation of new strategies in a complex health environment and a track record of successful service improvements.

4. Management of Physical and Financial Resources

In an environment of constraint ensure that all resources including financial, physical, technological and information requirements are used efficiently and effectively to provide services which are of highest quality and are safe.

The successful candidate will have a demonstrated ability to manage budgets and achieve financial and service goals. In addition, the candidate will demonstrate knowledge and experience in managing the academic interface with care delivery systems, in undergraduate education, in vocational training and in research.

5. Policy and Strategic Development

Recognise opportunities to enhance product/service delivery and capitalise on these through effective change strategies. This includes initiating policy development and review within a public policy environment. The ability to demonstrate conceptual and analytical skills is fundamental to this criterion.

The successful candidate will possess knowledge of current trends and issues in the management of people and organisations and will demonstrate strong skills in leading organisations to achieve the status of preferred employers.

6. Achievement of Outcomes

Delivery product/services consistent with customer needs and defined quality expectation (including timelines).

The successful candidate will possess a demonstrated record of achieving complex organisational objectives within health services and the successful delivery of health policy outcomes and outputs in a timely manner. The candidate will demonstrate knowledge and experience in quality improvement, safety and clinical risk management.

7. Qualifications

Requirement if Medical Practitioner - eligible for registration as a Medical Practitioner in Western Australia with relevant specialist medical qualifications or recognised equivalent.

8. Equal Opportunity, Disability Services and Occupational Safety and Health Requirements

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. Tertiary qualifications in hospital and/or health service management or a relevant field are highly desirable.

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

Dept./Division Head

Position Occupant

Name:
Signature/HE:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date:

Created on:
Last updated on: 12/02/2018
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