



# Executive Director Fiona Stanley Fremantle Hospitals Group

**Health Salaried Officers Agreement: HES Grade D**

**Position Number: 110820**

**Executive**

**Fiona Stanley Fremantle Hospitals Group / South Metropolitan Health Service**

## Reporting Relationships

Director General  
Department of Health



Chief Executive  
South Metropolitan Health Service



**This Position**



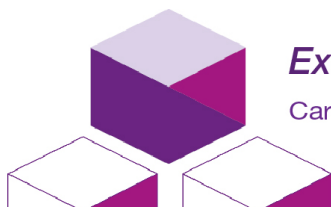
Directly reporting to this position:

Title	Classification	FTE
• Director of Clinical Services	AMA 1-9	1.0
• Director of Nursing and Midwifery	HSO Grade A	1.0
• Director, Allied Health	HSO G-14	1.0
• Director, Operations Management	HSO G-12	1.0
• Director, Safety Quality & Risk	HSO G-14	1.0
• Medical Co-Directors	AMA 1-9	5.0
• Service Co-Directors	HSO G-14	5.0
• Nursing Director	ANF SRN 10	5.0
• Manager, Office of the Executive Director	HSO G-9	1.0



Also reporting to this supervisor:

- Area Director Clinical Services
- Area Director Nursing & Midwifery Services
- Area Director of Allied Health & Health Sciences
- Executive Director Fiona Stanley Fremantle Hospitals Group
- Executive Director Rockingham Peel Group
- Executive Director Corporate Services/Finance
- Executive Director Safety Quality & Consumer Engagement
- Executive Director Contract Management
- Executive Director Clinical Service Planning & Population Health
- Director Office of the Chief Executive



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

**Key Responsibilities**

Responsible for the delivery of high quality health care within the scope of the Fiona Stanley Fremantle Hospital Group's (FSFHG) planned activity, the delivery of the financial and operational performance of FSFHG, ensuring the affairs of FSFHG are conducted with the highest standards of integrity, probity and governance.

Work collaboratively as a member of the area health service executive to achieve the delivery of a high-quality, efficient and effective health service to the population, the development and application of systems to manage clinical and other risks, the achievement of financial performance and service delivery objectives, the maintenance and development of teaching, training and research activities and the effective coordination of health services at an area level.

## Brief Summary of Duties (in order of importance)

### 1. Strategic Leadership and Accountability (30%)

- 1.1 As a member of the South Metropolitan Health Service (SMHS) senior management team contribute to decision making for whole-of-health issues for the Area.
- 1.2 Actively promotes, guides and facilitates the delivery of high quality hospital and acute care services and high standards of practice and professional services across the Fiona Stanley Fremantle Hospitals Group (FSFHG) and the wider SMHS.
- 1.3 Effectively leads and promotes organisational and cultural change.
- 1.4 Applies Area 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 hospital with the view to continuous improvement.
- 1.6 Ensures compliance with relevant legislation relating to the delivery of hospital and acute services.
- 1.7 Ensures that the resources of FSFHG are managed and developed to meet service requirements and Area outcomes consistent with ABM/ABF.

### 2. Communication and Consultation (30%)

- 2.1 Provides the Chief Executive and the Board with information, reports and recommendations regarding clinical operations management and strategy implementation.
- 2.2 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 organisations.
- 2.3 Initiates and facilitates forums and discussion groups to discuss and resolve issues relating to the development and implementation of strategic and operational plans, policies and initiatives as these apply to FSFHG and SMHS.

### 3. Operations (40%)

- 3.1 Responsible for all clinical services provided under the auspices of the FSGHG. 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 the overall performance of the hospital particularly in relation to quality of clinical outcomes, financial performance and meeting key performance indicators which include the WA Emergency Access Targets (WEAT) and the WA Elective Surgery Targets (WEST).
- 3.4 Where relevant, is responsible for the operation of teaching programs and vocational training.
- 3.5 Consistent with the role of FSFHG, responsible for establishing and managing systems which ensure appropriate support and conduct of research.

### 4. SMHS 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, South Metropolitan Health Service and Departmental / Program specific policies and procedures.

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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.**

