



HSS REGISTERED

Executive Director Women & Newborn Health Service

**Health Salaried Officers Agreement:
Health Executive Grade C – Health Professional**

Position Number: 00005575

**Executive Services Division – Women & Newborn Health Service
North Metropolitan Health Service**

Reporting Relationships

NMHS Board



Chief Executive
Position Number: 000001



This Position



Also reporting to this supervisor:

- ED SCGOPHCG
- ED Mental Health, PHAC
- ED Business & Performance
- Manager Office of the CE
- ED Safety, Quality, Governance and Consumer Engagement
- ED Procurement, Infrastructure and Contract Management
- Project Director, QEII MC Trust

Directly reporting to this position:

Title	Classification	FTE
Dir Midwifery, Nursing & PSS	Health Executive Grade B	1.0
Midwife Co-Director Obstetrics	SRN L10	1.0
Nurse Midwife Co-Director Gyn & Imaging	SRN L10	1.0
Nurse Co-Director Neonatology	SRN L10	1.0
Service Co-Director WHGMH	HSO G11	1.0
Director Clinical Services	MP Yr1-9	1.0
Medical Co-Director Obstetrics	MP	1.0
Medical Co-Director Neonatology	CLAD	1.0
Medical Co-Director Gyn & Imaging	MP	1.0
Medical Co-Director WHGMH	CLAD	1.0
Dir SQP & Organisational Culture	HSO G11	1.0
Office Manager	HSO G6	1.0
Director BreastScreen WA	MP	0.5

Other positions under control

- Various

Prime Function / Key Responsibilities

Transformation is key to the Women and Newborn Health Service's (WNHS) ability to deliver its strategic aims and objectives and promote a culture that is progressive, inclusive and values driven. This position will lead the delivery of high quality health care within the scope of WNHS whilst ensuring financial and safety and quality outcomes are achieved. The position prepares the organisation for a future move to a contemporary facility. As part of the North Metropolitan Health Service (NMHS) Executive will work collaboratively to achieve the delivery of high-quality, efficient and effective health services to the population and deliver the strategic objectives of NMHS and WA Health.

Brief Summary of Duties

1. Strategic Leadership and Accountability

- 1.1 As a member of the NMHS senior management team, contributes to decision making for whole-of-health issues for the NMHS.
- 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.
- 1.3 Effectively leads and promotes organisational and cultural change and develops change management capacity and capability
- 1.4 Supports the development of a plan and business case for a future new facility and prepares the organisation to transition once the facility is complete..
- 1.5 Applies NMHS policies and develops and applies operational policies which guide local service delivery and related activities.
- 1.6 Ensures appropriate service planning and continuously monitors and evaluates the performance of the hospital with the view to continuous improvement and consistency with contemporary models of care..
- 1.7 Ensures compliance with relevant legislation relating to the delivery of hospital and acute services.
- 1.8 Manages, and is accountable for, budget allocation and position establishment to meet required organisational outcomes and 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.
- 1.9 Ensures that the resources of WNHS are managed and developed to meet service requirements and NMHS outcomes.

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 the NMHS and WNHS Clinical Service Plans.
- 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 WNHS and NMHS.

3. Operations

- 3.1 Responsible for all clinical services provided under the auspices of the WNHS. 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. Where relevant, is responsible for the operation of teaching programs and vocational training. Consistent with the role of WNHS, responsible for establishing and managing systems which ensure appropriate support and conduct of research.

4. NMHS 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, North 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

Essential Selection Criteria

1. A successful background in senior leadership and strategic management with substantial executive level experience within a large, complex healthcare organisation.
2. Extensive experience in the development and implementation of new strategies and change management in a complex health environment and a track record of successful service improvements.
3. Demonstrable experience and achievement in ensuring organisational wide governance and policy standards, financial controls and management of significant resources and budgets.
4. Experience of dealing with a range of highly complex issues within a political or demanding stakeholder environment.
5. Strong record in valuing, inspiring and developing employees through effective leadership, communication, consultation and development.
6. Ability to lead, engage and motivate multi-disciplinary teams putting clinicians at the heart of decision making.
7. 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. At least 10 years' experience of leadership in a complex health care environment would be highly regarded.
2. Experience in service planning, business case development and hospital commissioning and transition.
3. Evidence of well-developed and effective networks, including partnerships working across health care would be highly regarded.

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/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date:

Created on:

Last Updated on: November 2018

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