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# Executive Director

## Sir Charles Gairdner Osborne Park Health Care Group

### Health Executive – Grade D – Health Professional

#### Position Details

Position Number: 005827  
 Classification: Health Executive Grade D Health Professional  
 Location: Sir Charles Gairdner Osborne Park Health Care Group

#### Reporting Relationships

This position reports to:

000001	Chief Executive	Tier 1B
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#### Positions under direct supervision:

Executive Director Clinical Services	MP	1.0
Executive Director Nursing Services - SCGOPHCG	HES Grade B	1.0
Medical & Nursing Co-Directors Acute, Surgical, Speciality Ambulatory Services and Cancer Imaging Clinical Services	SRN/MP	6.0
Director Safety, Quality & Performance Unit	HSO G-11	1.0
Director Allied Health	HSO G-11	1.0
Project Director SCGOPHCG Reconfiguration	HSO G-11	1.0
Manager Office of the Executive Director	HSO G-9	1.0

#### Primary Purpose of the Role

Responsible for the delivery of high-quality healthcare for the Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG) within the scope of planned activity, the delivery of financial and operational performance and ensuring the highest standards of integrity, probity and governance. Work collaboratively as a member of the North Executive Team to achieve 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.



**Vision**

A trusted partner, delivering excellent health care for our people and our communities.

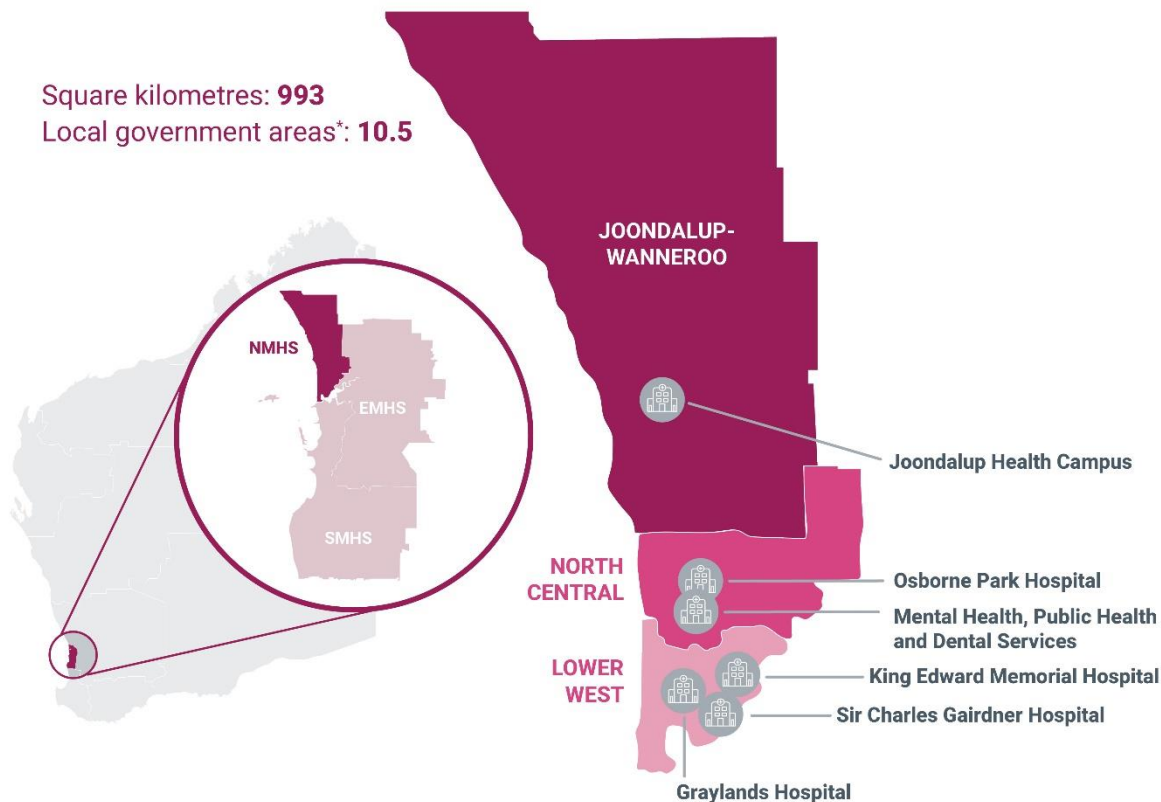


**Mission**

To promote and improve the health of our people and our communities.



Square kilometres: **993**  
Local government areas\*: **10.5**



**North Metropolitan Health Service**

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia’s total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public–private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



## Our values



### Care

We show empathy, kindness and compassion to all.



### Respect

We are inclusive of others and treat everyone with courtesy and dignity.



### Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



### Teamwork

We work together as one team in a spirit of trust and cooperation.



### Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

## Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



### Enabling healthy communities

We build healthy and engaged communities



### People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



### Integration and connection

We will build strong connections and partnerships



### Innovation and adaptive models of care

We will use research and technology to improve outcomes



### Trusted, engaged and capable people

We will invest in our people and our culture



### Sustainable and reliable

We will reduce harm, waste and unwarranted variation



## Key Accountabilities

### 1. Strategic Leadership and Accountability

- As a member of the NMHS Executive Team, contributes to decision making on whole-of-health issues for the NMHS.
- Actively promotes guides and facilitates the delivery of high-quality hospital and acute care services and high standards of practice and professional services.
- Effectively leads and promotes organisational and cultural change.
- Applies NMHS policies and develops and applies operational policies which guide local service delivery and related activities.
- Ensures appropriate service planning and continuously monitors and evaluates the performance of the relevant areas with a view to continuous improvement.
- Ensures compliance with applicable legislation as it relates to the delivery of NMHS, hospital and acute care services.
- 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.
- Ensures that the resources of the hospitals within scope are managed and developed to meet service requirements and NMHS outcomes.

### 2. Communication and Consultation

- Provides the Chief Executive with information, reports and recommendations regarding Clinical operations management and progress on the implementation of SCGOPHCG Clinical Service Plans.
- 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.
- Establishes, develops and maintains strategic and working relationships with internal and external stakeholders to effectively liaise, consult and negotiate with relevant professional, industry and non-government groups.

### 3. Operational

- 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.
- Responsible for the quality of services delivered and the safety of patients, visitors and staff.
- Responsible for ensuring the delivery of health services which are safe and of high quality.
- 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).
- 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.
- Implements the vision and purpose of the NMHS with the SCGOPHCG.



**4. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity***

- Reflect the NMHS values in the way you work, behave and make decisions.

**5. NMHS Governance, Safety and Quality Requirements**

- Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
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**6. Other**

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

**7. Undertakes other duties as directed.**



## Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

### Essential Selection Criteria

Criteria	Skill
<b>Shapes and Manages Strategy</b>	Inspires a sense of purpose and action to achieve strategic direction. 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.
<b>Achieves Results and Operational Excellence</b>	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.
<b>Builds Productive Relationships</b>	Nurtures internal and external relationships. Facilitates cooperation and partnerships. Values individual differences and diversity. Guides, coaches and develops people.
<b>Communicates and Influences Effectively</b>	Communicates clearly. Listens, understands and adapts to audience. Negotiates and advocates persuasively.
<b>Exemplifies Personal Integrity and Self Awareness</b>	Demonstrates professionalism, probity and accountability Ability to work within and promote the values of NMHS. Exhibits personal commitment to customer service. Engages with risk.
<b>Role Specific</b>	Extensive senior experience in managing hospitals and acute health care services. Knowledge and experience in managing the academic interface with care delivery systems, in undergraduate education, in vocational training and in research. Proven record in the development and implementation of new strategies in a complex health environment, and a track record of successful service improvements. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery. <u>If a Medical Practitioner:</u> eligibility for registration as a Medical Practitioner in Western Australia with relevant specialist medical qualifications or recognised equivalent.

### Desirable Selection Criteria

- Tertiary qualifications in hospital and/or health service management or a relevant field.



## Appointment Prerequisites

Appointment is subject to:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- 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:

Last Updated on July 2022

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