



HSS Registered September 2022

Executive Director Commissioning and Redevelopment

Position Details

Position Number: **CG008823**
Classification: **Health Executive - Grade C - Corporate**
Agreement: **Health Salaried Officers Agreement**
Directorate: **Women's and Newborn's Hospital Redevelopment and Graylands Hospital Reconfiguration**
Department: **Area Executive Group**
Location: **North Metropolitan Health Service**

Reporting Relationships

This position reports to:

000001

Chief Executive

Primary Purpose of the Role

Provides strategic and operational leadership in the redevelopment and commissioning of these major infrastructure projects with a state-wide impact in the decommissioning and reconfiguration of Graylands Hospital and the relocation and development of the Women and Newborn Hospital.

Providing rigorous project oversight this position leads the transition of clinical, non-clinical, infrastructure, workforce, corporate and ICT elements across both major projects to ensure their successful delivery, including regular reporting through the NMHS and Department of Health to the Minister for Health.

Actively manages each project's inter-agency taskforce, the stakeholder engagement within health, other government departments, non-government organisations and the community. Actively leads and manages organisational change requirements for the health system and the community.



Vision

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

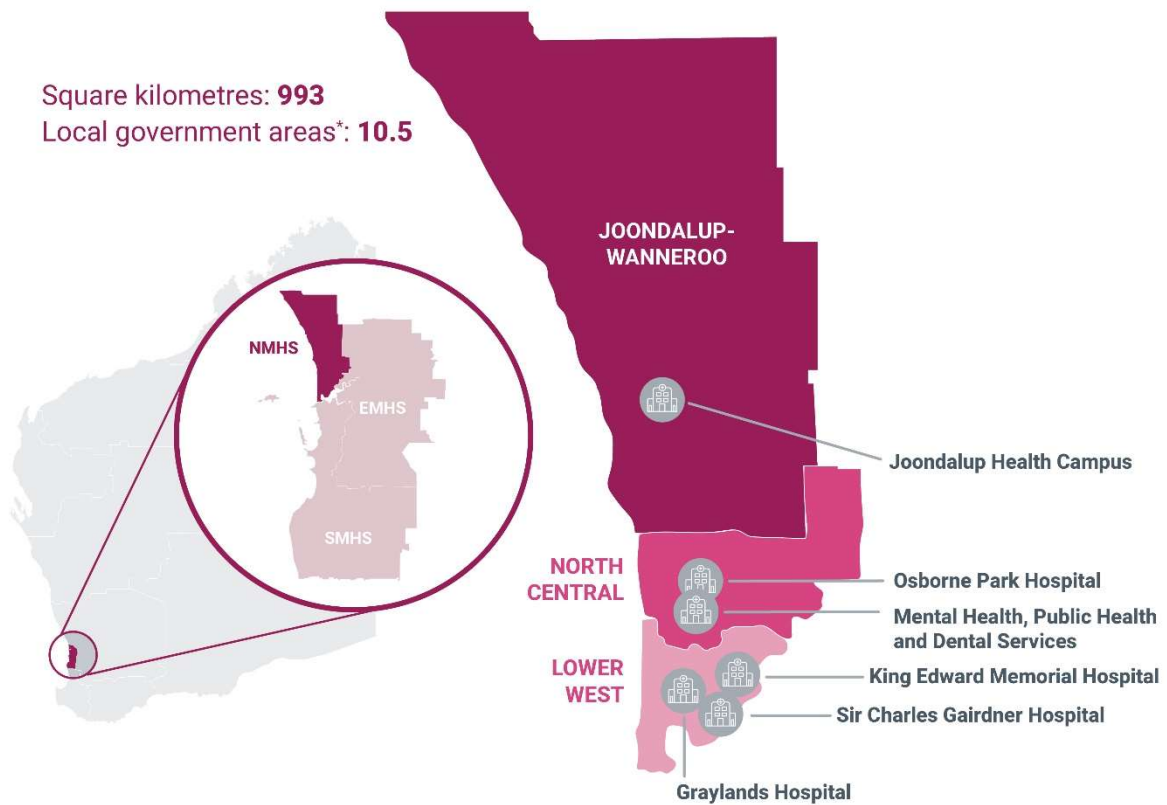


Mission

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

- 1.1 Accountable to the Chief Executive, leads decision making on whole-of-health issues and matters related to two major hospital/health service projects for the WA health system.
- 1.2 Provides leadership and expert advice on planning, service development and delivery, commissioning and redevelopment approaches in line with best-practice service delivery outcomes including compliance with whole of health and public sector policies and legislation.
- 1.3 Actively leads, promotes, guides and facilitates high standards of governance, practice and professional services for the two major infrastructure projects, including procurement, contract management, resource allocation, project management and infrastructure development.
- 1.4 Actively and insightfully contributes to strategic, operational and business planning and policy development, inclusive of budget management for the two major projects for the WA health system.
- 1.5 Provides leadership and guidance to key health and other government stakeholders to ensure that the requirements of these projects are met; and works collaboratively with other Health Service Providers, the Department of Health, other government agencies and community organisations. Proactively monitors and reviews service delivery and cost effectiveness of all areas of responsibility, to ensure all current and future operational and commercial needs of the state are met.
- 1.7 Work with and to the inter-agency taskforce for each major project.
- 1.8 Ensures that resources for each of the projects are managed and developed to meet the complex service requirements of the WA Health System.

2. Communication and Consultation

- 2.1 Develops and maintains effective relationships and communication with government, industry, professional, community and other key stakeholders to achieve capital redevelopment objectives.
- 2.2 Initiates, facilitates and maintains strong working relationships in order to effectively liaise, consult and negotiate with all relevant internal and external stakeholders.
- 2.3 Is the primary escalation point for urgent, complex and highly sensitive issues, determining appropriate responses and the need for further escalation.
- 2.4 Leads and fosters a culture of open, clear and transparent communication including initiating and leading discussion and consultation on all issues relating to the development and implementation of strategic planning, operational management and service delivery as it relates to the projects.



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

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

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

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

Essential Selection Criteria

1. Shapes and Manages Strategy

- 1.1 Inspires a sense of purpose and action to achieve strategic vision.
- 1.2 Shows forward thinking, judgement, intelligence and common sense. Directs policy development within a public policy environment.
- 1.3 Directs the implementation of operational reforms.
- 1.4 Harnesses information and opportunities.

2. Achieves Results and Operational Excellence

- 2.1 Builds organisational skill and shapes culture.
- 2.2 Steers and implements change and deals with uncertainty. Delivers intended results.
- 2.3 Ensures delivery of high-quality services.
- 2.4 Demonstrates leadership in workforce and succession planning.

3. Builds Productive Relationships

- 3.1 Nurtures internal and external relationships.
- 3.2 Facilitates cooperation and partnerships.
- 3.3 Values individual differences and diversity.
- 3.4 Guides, coaches and develops people.

4. Communicates and Influences Effectively

- 4.1 Communicates clearly.
- 4.2 Listens, understands and adapts to audience.
- 4.3 Negotiates and advocates persuasively.

5. Exemplifies Personal Integrity and Self Awareness

- 5.1 Demonstrates professionalism, probity and accountability.
- 5.2 Ability to work within and promote the values of NMHS.
- 5.3 Exhibits personal commitment to customer service.
- 5.4 Engages with risk.

6. Role Specific

- 6.1 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. Experience in and knowledge of the health industry.



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2. Experience in and knowledge of commissioning complex health projects, government procurement policies, capital works, legislation and practices and processes.
3. Tertiary qualifications in business, law, economics or similar.
4. Current 'C' class driver's licence.

Appointment Prerequisites

Appointment is subject to:

- 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/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date:

