



Government of Western Australia  
Child and Adolescent Health Service

Compassion Collaboration Equity Respect Excellence Accountability

## Candidate Information Booklet

00017894 Executive Director – Child and Adolescent Mental Health Service (CAMHS)



Neonatology | Community Health | Mental Health | Perth Children's Hospital

## Welcome

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I welcome your interest in the position of Executive Director – Child and Adolescent Mental Health Service during what can only be described as a truly challenging and exciting time.

I present this opportunity to you and warmly invite you to join me, and a team of dedicated, highly experienced and passionate individuals committed to delivering world class health and innovation outcomes in Perth's only dedicated tertiary Paediatric Service.

This senior role requires a dynamic leader competent in managing competing priorities and delivering strategy pivotal to meeting the expectations of consumers, stakeholders and the CAHS Board of Management. No two days will be the same.

As a member of the Health Senior Executive your expertise will be invaluable in contributing to decisions that will shape the future of health care in Western Australia.

We offer a fantastic opportunity to challenge yourself and strive for excellence and work within a values-based organisation.

I look forward to hearing from you.



Valerie Jovanovic

**Chief Executive**

**Child and Adolescent Health Service**

[health.wa.gov.au/cahs](http://health.wa.gov.au/cahs)



# About the Role

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The Child and Adolescent Health Service (CAHS) is seeking an outstanding individual for the position of Executive Director – Child and Adolescent Mental Health Service (CAMHS) to contribute to the decision making on whole-of-health issues as part of the Child and Adolescent Health Service (CAHS) Executive and to provide the strategic direction and planning for values-aligned programs and initiatives, aligned with the CAHS vision, mission and values.

The occupant of this position will be responsible for the delivery of high-quality health care within the Child and Adolescent Mental Health Service (CAMHS) including Community and Perth Children’s Hospital based services. This includes the delivery of the financial and operational performance and ensuring the affairs of the health service are conducted with the highest standards of integrity, probity and governance.

This position will also work collaboratively as a member of the 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.

## Reporting Relationships

This position reports to:

00005113	Chief Executive	HES
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Positions under direct supervision:

Director Clinical Services	MP Year 1-9	1 FTE
Director Specialised Services	HSO G11	1 FTE
Director Community	HSO G11	1 FTE
Nurse Director	SRN 10	1 FTE
Coordinator	HSO G6	1 FTE
Area Manager – Hub and Spokes	HSO G10	1 FTE
Project Manager	HSO G10	1 FTE

## Key Responsibilities

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### Summary of accountabilities

#### 1. Strategic Leadership and Accountability

- As a member of the CAHS executive team contributes to decision making on whole of health issues for the Health Service.
- Actively promotes guides and facilitates the delivery of high quality standards of practice and professional services.
- Actively leads and promotes innovation and organisational cultural change.
- Applies health service policies and develops and applies operational procedures and protocols which guide community service delivery and related activities.
- Provides leadership and guidance to key organisational stakeholders to facilitate the improvement of organisation performance, systems and processes.
- Provides high-level expert advice and support to the Board, Chief Executive, and other executives, through analysis and assessment of trends and emerging issues within and across the Health Service, and at the state and national levels in relation to the position's portfolio of responsibilities.
- Builds a competent team, driving and building the framework for continuous development of staff to ensure high performance within the directorate.
- Ensures that resources are managed and developed to meet service requirements and health service outcomes.
- Ensures that the services and activities meet all clinical and/or corporate governance requirements.

#### 2. Communication, Consultation and Engagement

- Provides the Chief Executive and the Board with information, reports and recommendations regarding clinical operations management and strategy implementation.
- 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 including the Chief Psychiatrist and Mental Health Commission via the Chief Executive.
- 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.
- Leads the creation of a positive, values based culture that builds capacity and is focussed on patient and employee safety.
- Manages and promotes policies and programs that encourages and contributes to staff wellbeing.
- Ensures timely communication with employees on the service delivery issues and any changes that may impact on them or their services.

#### 3. Specific Position and/or Operational Responsibilities

- Responsible for the services provided by Child and Adolescent Mental Health Service including Community and Perth Children's Hospital based services.

- Plans and coordinates the application of health service plans, policies and protocols.
- Ensures services are 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.
- Actively participates in the health service's consumer participation program to ensure involvement by local communities in the planning and delivery of appropriate services.
- Responsible for the overall performance of the service particularly in relation to the quality of service outcomes, financial performance and meeting key performance indicators as set by the Board and system manager.
- In conjunction with the Executive Directors, Medical and Nursing Services and the Director of Allied Health ensure there are relevant education and teaching programs and vocational training.
- Assists the Executive Directors, Medical and Nursing Services in establishing and managing systems which ensure appropriate support and conduct of research.

#### **4. CAHS governance, integrity, safety and quality requirements**

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe and inclusive working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness, and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating, or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Work Health and Safety Act (WA) 2020*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration, and sustainable health initiatives.

## Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

### Essential selection criteria

1. Exemplifies personal integrity and commitment to public service
  - *demonstrates public service professionalism, probity, and accountability*
  - *ability to work within and promote the values of CAHS*
  - *exhibits personal commitment to customer service*
  - *engages with risk*
  - *demonstrates personal commitment to professional development*
2. Shapes and manages strategy
  - *inspires a sense of purpose and direction towards achieving a strategic vision*
  - *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*
3. Achieves results and operational excellence
  - *promotes innovation 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*
4. Builds productive relationships
  - *nurtures internal and external relationships*
  - *facilitates cooperation and partnerships*
  - *guides, coaches, and develops people*
5. Communicates and influences effectively
  - *communicates clearly*
  - *listens, understands, and adapts to audience*
  - *negotiates and advocates persuasively*
  - *values individual differences and diversity*
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment, service delivery and the ability to incorporate inclusive practices.

### Desirable selection criteria

- Tertiary qualifications in a relevant clinical discipline and/ or management.

### Attributes

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- An ability to lead by example in a values-based environment that supports accountability, respect, excellence, compassion, collaboration, and equity is an essential requirement.

## Personal Qualities

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- An inclusive, innovative, and service driven individual of the highest integrity and professional standing is being sought.

## Values

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- An affinity with the vision and culture of CAHS.
- A commitment to demonstrating and living the CAHS Values.

## Employment Conditions

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Appointment is for a five-year term appointment and subject to an annual review of performance. An attractive remuneration package is available and includes:

- Competitive salary
- Employer contribution superannuation of 11%
- Flexible leave provisions and salary sacrificing
- Relocation assistance including temporary accommodation and airfares (if applicable)

## About CAHS

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CAHS operates from the PCH, a \$1.2 billion investment by the State and Federal Government which was commissioned in May 2018. Consisting of 298 beds and providing treatment for the most serious medical cases, as well as secondary services, including inpatient, outpatient, and day-stay care, PCH is Perth's only dedicated Paediatric Tertiary teaching hospital providing medical, nursing, and allied health services.

The Hospital was purpose built and incorporates evidence-based design principles and has 12 multi use operating theatres, including an intraoperative MRI and two interventional theatres. 75% of rooms are single occupancy with parent beds contained in each standard inpatient room as well as parent lounges on every ward, numerous green spaces, indoor and outdoor recreational facilities, a library and movie theatre. The hospital also has two dedicated family lounges including the Ronald McDonald Family Room and Kulunga Moort Mia Aboriginal Family Lounge. Situated on the doorstep of the Perth City and next to Kings Park, PCH has many local attractions including various art works and commissions.



Further information about CAHS is available: [CAHS | Child and Adolescent Health Service](#)



## Perth Western Australia – *One of the World's Greatest and Safest Cities*

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Perth is truly one of the most beautiful and sunniest cities in the World. Home to approximately 2 million people and nestled between the Indian Ocean and the Swan Valley, Perth boasts a lifestyle like no other. Centred around Elizabeth Quay, a new waterfront precinct on the banks of the Swan River, Perth residents enjoy a Mediterranean climate and relaxed lifestyle in a beautiful, clean and spacious city.

With fantastic beaches, boating, easy access to national parks and wineries, affordable living, great schooling, and easy transport, Perth has something for everyone.

For more information about Perth visit:

[The lifestyle city | City of Perth](#)



## How to Apply

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To apply for the position, please include the following:

- A brief summary of your overall suitability for the position in the form of a covering letter of no more than 3 pages that demonstrates you have the skills and experience as outlined in the essential selection criteria.
- A current resume which summaries your experience and how you can meet the position requirements.
- The name, email and contact details of two referees who can be contacted to provide a confidential report (with your permission prior to being contacted).

## Lodging your Application

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Applicants are requested to apply online [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Please note that an executive and or targeted search may also form part of the process.

Further information and support with your application is available by contacting Valerie Jovanovic, Chief Executive on email [valerie.jovanovic@health.wa.gov.au](mailto:valerie.jovanovic@health.wa.gov.au) or phone 08 6456 5408.

## Closing Date

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A closing date of 4.00pm on Monday 7 August 2023 applies.

Late applications are not able to be accepted.