

# northeast health wangaratta

The Chief Executive Officer (CEO) will ensure the implementation, maintenance and monitoring of sound administrative and financial systems throughout the organisation which comply with regulatory and statutory obligations. A key focus of this role is to lead Northeast Health Wangaratta (NHW) to achieve optimum health outcomes for the community through effective and efficient use of business assets and human resources. With a commitment to teamwork and a collaborative approach, the incumbent CEO is required to engage in partnership with the employee population of NHW and demonstrate an ability to read and respond appropriately to the currents of organisational life, build and oversee the implementation of decision making frameworks, establish meaningful communication mechanisms and navigate the political nature of managing a public sector organisation.

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## POSITION DETAILS

<b>Title:</b>	<b>Chief Executive Officer</b>
<b>Division:</b>	Executive
<b>Accountable to:</b>	Board of Management – Northeast Health Wangaratta
<b>Direct Reports:</b>	Director of Medical Services; Director of Nursing; Director of Community & Aged Care Services; Director of Corporate Services; Director North East Area Mental Health Services; Human Resources Group Manager; Finance Manager; Community Relations Manager; Quality & Safety Manager; and Team Leader Executive Support.
<b>Work Location:</b>	Green Street Wangaratta Vic 3677
<b>Employment Type:</b>	Executive Officer Employment Contract
<b>Remuneration Package:</b>	<b>GSERP commensurate with experience</b>
<b>Contact:</b>	<b>Ms Yvonne Gibson, PA to Board of Management/CEO</b>
<b>Phone:</b>	<b>03 5722 0280</b>
<b>Email:</b>	<b><a href="mailto:yvonne.gibson@nhw.hume.org.au">yvonne.gibson@nhw.hume.org.au</a></b>
<b>Website:</b>	<b><a href="http://www.nhw.hume.org.au">www.nhw.hume.org.au</a></b>
<b>Closing Date:</b>	<b>February 21, 2010</b>

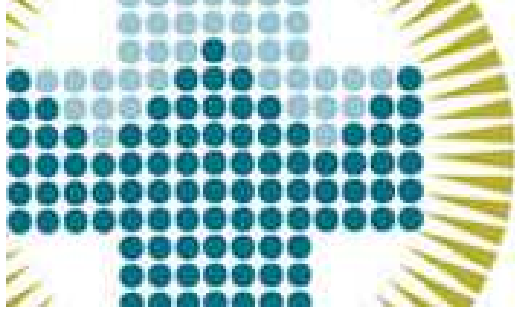
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## Organisational Environment:

The Organisation

Northeast Health Wangaratta is a busy sub-regional integrated health service of 228 beds and is the major referral facility for the greater part of North East Victoria. The organisation provides a wide range of acute specialist medical and surgical services including obstetrics, emergency, critical care and diagnostics. The acute services are integrated with psychiatric services including adult bed based, community and psycho-geriatric programs. There is also a broad range of aged care, sub-acute and community health services and NHW auspices a number of other regional services in post acute care, palliative care and infection control.





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## Organisational Values:

- **Purpose:** To provide appropriate and sustainable health services for our community.
- **Values:** Integrity/ Compassion / Excellence / Respect
- **Key Priorities:**
  1. Provide Quality Services
  2. Ensure a Dynamic and Capable Health Service
  3. Maximise Resources Availability and Stewardship
  4. Minimise our Impact on the Environment

## Accountabilities:

### STRATEGIC DIRECTION:

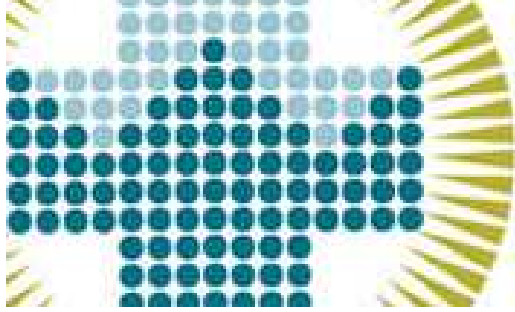
The primary responsibilities relate to the five strategic priorities of Northeast Health Wangaratta.

- Providing quality healthcare services which respond to demonstrated community needs.
- Build a dynamic and capable health service
- Optimise usage of physical and financial resources to meet health service priorities
- Strengthen partnerships with consumers and other service providers to optimise benefits for the community.
- Minimise our impact on the environment.

### ORGANISATIONAL DEVELOPMENT:

- Ensure all operations of the organisation are undertaken within policy and legislative compliance, including, but not limited to policies and procedures of Northeast Health Wangaratta, Quality Activities and the Occupational Health and Safety Act.
- Develop and maintain a sound, efficient organisational structure
- Create a culture of integrity throughout the organisation by fostering a high performance corporate culture that promotes ethical practices, accountability and social justice
- Initiate ideas and lead the direction of new policy and strategic planning.
- Provide the Board of Management with comprehensive information, analyses and timely advice on all matters affecting the organisation.
- Cultivate and maintain a network of relationships which will ensure a continuing close liaison with the Department of Health, local government and regional community service organisations.
- Effectively manage and provide leadership to a team of employees by:
  - leading and supporting individuals to achieve their potential while





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- maximising their contribution to achieve their goals and outcomes
- modelling behaviours integral to good people management and Departmental values
- encouraging a culture in which employee safety and security are valued, and in which high occupational health and safety standards and practices are maintained
- where relevant, managing and monitoring specific improvement objectives in annual improvement plans relating to the area of responsibility.

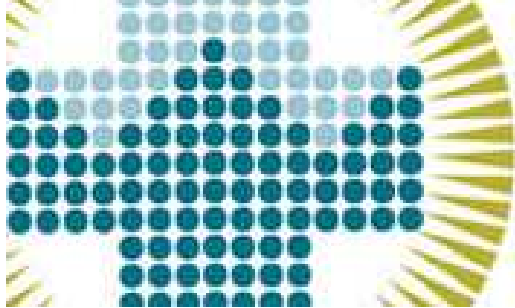
## **FINANCIAL STEWARDSHIP:**

- Ensure that operational and financial objectives are formulated along with operating and capital expenditure estimates, and provide regular performance and progress reviews to ensure that the Board of Management is kept fully informed.
- Authorise commitment of corporate resources, including contracts, transactions and arrangements in the ordinary course of business in the pursuit of approved strategies, operational plans and objectives of the Board of Management, reporting regularly on major commitments, exposures and risks
- Direct the development of procedures and practices to monitor, conserve, maintain and improve NHW's assets and the safety of funds invested

## **Key Selection Criteria:**

1. Post graduate qualifications in health administration, management or a relevant discipline
2. Previous experience of at least five years at an Executive level, preferably in a medium to large integrated health service in a regional area
3. Knowledge and experience of public sector funding, and demonstrated ability to inter-relate well with funding providers
4. Proven success in change management.
5. Demonstrated strong interpersonal, communication, presentation and negotiation skills appropriate to interactions with all internal and external stakeholders
6. The ability to perform both strategically and operationally and provide leadership within a team environment
7. Successful track record in working well with a Board of Management including in-depth understanding and experience in driving good corporate and clinical governance
8. Ability to create successful partnerships with key stakeholders and other external health providers leading to cooperative services integration at all levels
9. Experience in capital development management
10. Demonstrated expertise in risk management
11. Understanding of a strategic information technology approach to the role.





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## Other Relevant Information:

### ▪ How and Where to Apply

Your application should include a cover letter and a statement of claims against the Key Selection Criteria.

Applications, in the strictest confidence, should be forwarded to Yvonne Gibson via email to [yvonne.gibson@nhw.hume.org.au](mailto:yvonne.gibson@nhw.hume.org.au) quoting "Northeast Health Wangaratta CEO" in the subject line or post with your resume and cover letter to:

Ms Chris Cunningham  
Chair, Board of Management  
Northeast Health Wangaratta  
PO Box 386  
WANGARATTA VIC 3676

Applications close 21 February 2010

### ▪ Employment Safety Screening Requirements

All employees must undergo National Police and Working with Children checks.

Northeast Health Wangaratta continually reviews its organisational structure to align with government priorities and health service reform. As a consequence, some changes may apply to the content in this document.

