

Position Description

Co-Director, Women's, Children's and Families

Classification:	Commensurate with experience
Unit/Department:	Women's, Children's and Families
Division:	Chief Operating Officer
Position Reports to:	Chief Operating Officer
Direct Reports:	6
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028

About Barwon Health

Barwon Health is one of the largest and most comprehensive regional health services in Australia, providing care at all stages of life and circumstance. Services available through Barwon Health cover the full spectrum from primary care, community services, aged care, rehabilitation, mental health, emergency and acute care. We serve more than 500,000 people through the efforts of more than 9000 staff and volunteers across more than 20 sites. Barwon Health is committed to developing a vibrant culture of education, training and research that advances health and wellbeing for all.

Our Values

Respect - We respect the people we connect with

Compassion - We show compassion for the people we care for and work with

Commitment - We are committed to quality and excellence in everything we do

Accountability - We take accountability for what we do and act with integrity

Innovation - We drive innovation for better care

Position Purpose

The Co-Director Womens, Children's and Families is accountable to the Chief Operating Officer for strategic and operational leadership of the directorate and contributing to the achievement of the Directorate's and Barwon Health's Strategic Plan and objectives. The Co-Director works collaboratively with the Clinical Director Womens Children's and Families and is responsible for the development of service plans and Key Performance Indicators (KPI's). Working in partnership with the Clinical Director, charged with the responsibility of service delivery and the management of the Directorate's budget within delegations of authority.

Key Accountabilities

- Work the Clinical Director and Business Partners (Finance and People and Culture) to achieve strategic priorities
- Provide governance within the Directorate and across Barwon Health Manage staff operational issues within the Directorate with the relevant head of unit or line manager
- Provide operational leadership of the Directorate, including budget management
- Provide daily operational leadership of the Directorate, including the operational performance, the implementation and management of service plans, care delivery, quality leadership within the Directorate, education and training, safety and quality, human resources, promoting clinical standards and governance, patient flow and for achieving the Directorate KPI's, and managing the Directorate budget within the delegations of authority
- Work collaboratively with other Directorate leads on all operational and staff matters
- Undertake regular Directorate Performance Meetings and represent the Directorate at other meetings as required
- Develop a professional reporting line to the relevant discipline lead
- Significantly contributing to Barwon Health's strategic planning, consistent with the Strategic Plan and objectives
- Provide strong leadership within the Directorate, fostering an environment that inspires staff to set direction for and continually improve services across Barwon Health
- Developing policies and practices in consultation with senior managers and clinicians that provide clinical engagement in the management of the Women's Children's and Families Directorate and the development of inter-disciplinary clinical teams
- Continually evaluating the Women's Children's and Families services provided, including quality and safety performance to monitor standards of care and determine whether service priorities are being addressed
- Contribute to the effective, efficient and timely systems and processes for the provision of high quality, efficient and cost-effective operational management of the directorate
- Ensuring the provision of high quality, efficient and cost-effective services, both within and out of hours, rostering & daily staffing management, service coordination
- Ensuring a focus on the patient/consumer is at the core of all services provided
- Ensuring effective stakeholder relationships within and external to Barwon Health by initiating, developing and maintaining appropriate working relationships with staff and key stakeholders, including the community in the provision and planning of services
- Leading innovation, change processes and coordination responses to emerging service and workforce needs and research across the directorate of Women's and Children's.
- Initiating and/or overseeing innovations, systemic change processes and co-ordination of responses and meet health service needs
- Ensuring compliance with systems to respond to all incidents in line with Barwon Health's policy and procedures to ensure compliance with the National Safety and Quality Health Service Standards Accreditation

- Proactively manage risks, and incidents by monitoring recommendations and analysis of trends of all incidents
- Identifying, assessing and reviewing of controls and action planning in relation to corporate and clinical risks within the Women's and Children's and Families Directorate
- Participating in the Director on Call roster to ensure safe management of Barwon Health after hours
- Ensuring work is carried out in accordance with the Barwon Health and Victorian Public Service Commission Codes of Conduct, Policies and Procedures and legislative requirements, including, but not limited to:
 - Safe Patient Care Act 2016
 - Health Complaints Act 2016
 - Occupational Health and Safety (OHS)
 - Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
 - Child Safety Standards
 - Disability Discrimination.
 - Compliance with the Health Records Act 2001 (Vic), which regulate the collections, use, disclosure, storage and transfer of all personal patients/client information and throughout its funded service providers.
 - Relevant Enterprise Agreements, Fair Work Act 2009, Public Administration Act 2004
 - Relevant Australian Standards.
 - Duty to maintain confidentiality.
 - Smoke Free Workplace.
 - To value and respect the needs and contributions of Barwon Health Aboriginal and/or Torres Strait Islander staff and clients, and commit to the development of Aboriginal cultural competence across all Barwon Health practice and service delivery.
 - Applying the principals of the Barwon Health's Risk Management procedure and guideline

Other Duties

- Undertake special projects or reports required by the Directorate, Chief Operating Officer on a wide range of issues.
- Report all incidents through the incident management system.
- Practice in accordance with the relevant health care or industry standards.
- Demonstrate an understanding of appropriate behaviours when engaging with children.
- Complete mandatory training and education.
- Comply with relevant Barwon Health policies and procedures.
- Participate in quality improvement activities.
- Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness

Key Relationships

Internal

- Clinical Director
- CEO / COO / Clinical Director
- Managers and staff within Directorate
- Finance Department including Analyst and Finance Business Partner
- Workforce Directorate – including People and Culture Business Partner
- BH Executive
- Other Barwon Health Directorate's /External providers

External

- Consumers - Patients/ Family members
- Barwon Health Foundation
- Other Health Services and relevant external providers

Key Selection Criteria

Skills and Experience

Essential

- Bachelor's Degree in Health or related Management discipline
- Registered Midwife with Australian Health Practitioners Regulation Agency (AHPRA)
- Proven leadership skills and an ability to articulate a vision and engage and unify staff across the Health Service.
- Proven leadership ability to be influential within a matrix structure where a combination of direct and operational and professional reporting relationships exist.
- Demonstrated contemporary people management practices that enhance organisational performance and accountability at all levels to meet agreed deliverables.
- Proven ability to deploy professional development, infrastructure and resource and clinical practice improvement strategies.
- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner.
- Demonstrated ability to lead change and complex reforms in a complex organisation.
- Proven internal and external stakeholder management at a senior level.
- Proven industrial relations experience in a complex working environment.
- Proven financial management in a large service organisation.
- Advanced report writing skills.
- Extensive experience at a senior management level in within health care organisations/services.
- Experience in achieving results and outcomes.
- Knowledge of the Australian health system and emerging directions within health nationally and internationally.
- Understanding of the requirements of the Health Practitioner Regulation National Law (Victoria) Act 2009 and prevailing Enterprise Agreements.
- Knowledge and understanding of the Barwon Health and Victorian Public Service Commission Codes of Conduct.
- Sound knowledge of the Australian health system and contemporary health care issues

Desirable

- Knowledge and understanding of the various professional groups operating across the system.
- Knowledge of improvement and efficiency methodologies such as lean thinking, productive ward and clinical improvement program.
- Experience in leadership and management within a complex Health System.
- Experience in an acute tertiary hospital environment.
- Knowledge of the Victorian Public Health System.

Additional Requirements

- Obtain a police/criminal history check prior to employment.
- Obtain a Working with Children Check prior to employment (if requested).

- Prior to commencement with Barwon Health, all new employees are required to provide a completed Barwon Health Immunity Status form and have Staff Care clearance
- Report to management any criminal charges or convictions you receive during your employment.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Barwon Health.
- Adherence with requirement of National Safety and Quality Health Service Standards and other relevant regulatory requirements including the [Child Safe Standards](#).