

## ROLE DESCRIPTION

<b>Role Title:</b>	Chief Executive Officer, Barossa Hills Fleurieu Local Health Network
<b>Classification Code:</b>	Executive Level C
<b>Contract Period:</b>	Up to 3 Years
<b>Local Health Network:</b>	Barossa Hills Fleurieu Local Health Network
<b>Role reports to:</b>	Chair, Governing Board of Barossa Hills Fleurieu Local Health Network
<b>Reviewed Date:</b>	February 2024
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening
<b>Immunisation Risk Category</b>	Category C (Minimal patient contact)

### PREAMBLE

- > The Barossa Hills Fleurieu Local Health Network provides care for around 201,220 people living across the Adelaide Hills, Barossa Valley, Fleurieu Peninsula and Kangaroo Island. The Barossa Hills Fleurieu Local Health Network is one of six Local Health Networks (LHN's) across country South Australia. The LHN covers an area of 11,896 square kilometres:
- > The Barossa Hills Fleurieu Local Health Network provides a range of public acute, sub-acute, residential aged care, multi-purpose health services, community, and mental health services.
- > The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service.
- > The Barossa Hills Fleurieu Local Health Network has an expenditure budget of around \$329 million and an employee workforce of approximately 1700 FTE.
- > The Barossa Hills Fleurieu Local Health Network is incorporated under the SA Health Care Act 2008 and has a Governing Board which reports to the Minister for Health and Wellbeing.

### ROLE CONTEXT

#### Primary Objective(s) of role:

- > The Chief Executive Officer (CEO) Barossa Hills Fleurieu Local Health Network is accountable to the Governing Board, Barossa Hills Fleurieu Local Health Network for the provision, management and administration of health services and achieving the overall performance of the public health system for the Barossa Hills Fleurieu Local Health Network and as part of country South Australia and the whole South Australian health system.
- > The CEO manages operational planning, implementation, staffing, budgets and resources to ensure the provision of coordinated health services for the overall performance of the Local Health Network.
- > The CEO provides operational leadership to the Barossa Hills Fleurieu Local Health Network and is responsible for the sound governance and management of the network to ensure that:
  - The LHN fulfils its purpose, effectively exercises its functions and complies with its financial and policy obligations
  - The LHN delivers agreed services within an agreed budget and which meet specified performance standards, under the LHN Service Agreement with the CE SA Health.
  - The LHN implements SA Health service plans and policy;
  - An annual report of the Barossa Hills Fleurieu Local Health Network finances and activities is

produced which is compliant with State statutory, financial accountability and audit requirements

- Effective communication and consultation mechanisms with SA Health entities and services, other State entities and local stakeholders, including the development and implementation of clinical engagement and community engagement strategies as required in legislation.
- > The CEO works closely with and supports the Governing Board to achieve strategic aims and the State and Portfolio Health Plan consistent with Government Policy, statewide priorities and directions and identified population needs. Further the CEO is required to contribute to state-wide planning, services and programs relevant to the health reform agenda.
- > The CEO will promote the integration of services, develop a population and primary health care approach and work towards co-ordination of services across the continuum of care within an environment of continuous improvement and open consultation. The position will ensure health services including health promotion, early intervention and family support and illness prevention are planned, delivered and monitored according to the needs of the population, availability of resources and to achieve optimal health outcomes.

#### **Direct Reports:**

- > The CEO is responsible for all staff employed in the Barossa Hills Fleurieu Local Health Network.
- > Direct reports are the Barossa Hills Fleurieu LHN:
  - Executive Director Operations
  - Executive Director of Medical Services
  - Executive Director of Nursing and Midwifery
  - Executive Director Finance Services
  - Executive Director, Community and Allied Health
  - Clinical Director, Mental Health
  - Director, Corporate Services
  - Director People and Culture
  - Director Strategy and Governance
  - Co-Director Aboriginal Health – Strategy and Operations
  - Co-Director Aboriginal Health – Cultural Lead
  - Chief Information Officer
- > Direct reports Rural Support Service:
  - Executive Director Rural Support Service

#### **Key Relationships/ Interactions:**

- > The CEO is accountable to the Barossa Hills Fleurieu Local Health Network Governing Board for the governance and management of the LHN and for ensuring an effective contribution by the LHN to the SA public health system and the achievement of performance indicators identified in the Barossa Hills Fleurieu Local Health Network Service Level Agreements.
- > The CEO, supports the Barossa Hills Fleurieu Local Health Network Governing Board's responsibility for giving effect to the annual Local Health Network Service Agreement, effective local planning for the LHN, maintaining effective clinical governance processes and systems within the LHN, meeting the LHN's public reporting requirements, providing effective consultative mechanisms in relation to LHN activities and decisions, disseminating information and responding to inquiries about LHN activities and issues of public interest or importance.
- > The CEO is accountable for the effective management of employees of the LHN and the provision of safe, fair and mutually respectful workplaces within the Local Health Network.
- > The incumbent has line management responsibilities for staff of the Barossa Hills Fleurieu Local Health Network and the Rural Support Service.
- > The incumbent is responsible for building relationships across the health system to optimise health

outcomes across the State.

### Challenges associated with Role:

The CEO is responsible to the Barossa Hills Fleurieu Local Health Network Governing Board for prudential and sustainable financial management in the LHN including, but not limited to, ensuring expenditure within the LHN is within its allocated budget. The CEO participates in the development of the annual LHN Service Agreement on behalf of the LHN and is responsible to the Governing Board, Barossa Hills Fleurieu Local Health Network for the effective overall operations and management of the LHN:

- > To develop, and implement an operational plan to guide the delivery of the services, within the agreed budget under the LHN's Service Agreement;
- > To implement and maintain effective processes and systems for clinical governance within the LHN;
- > To implement appropriate budget processes and controls to meet the LHN's budget;
- > To give effect to the annual LHN Service Agreement consistent with SA Health and SA Government policy;
- > To effectively exercise the statutory functions of the LHN;
- > To provide to the Department for Health and Wellbeing sufficient information regarding actual service levels delivered and other performance targets to enable the State to inform the Commonwealth of the payments to be made by it;
- > To implement Clinical Services within the LHN in accordance with agreed SA Health Clinical Service Plans;
- > To engage with other LHNs to collaborate on matters of mutual interest, local community health care providers, aged care services; and the local community and local clinicians, to enable their views to be considered in decision making on service delivery at the local level;
- > To provide effective management of, and a safe system of work for LHN staff for which the CEO has delegated responsibility.
- > To implement management and governance structures that facilitates networking across LHNs in consultation with the LHN Governing Board.

### Delegations:

- > SA Health's HR Delegations – in line with Chief Executive Instrument of Delegation

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Organisational Development</b>	<p>The CEO, Barossa Hills Fleurieu Local Health Network is responsible to the Barossa Hills Fleurieu Local Health Network Governing Board for leading the development of the LHN by:</p> <ul style="list-style-type: none"> <li>&gt; Establishing appropriate administrative, financial and quality focused systems, structures and operations to support the delivery of health services.</li> <li>&gt; Developing the strategic or operating framework for the Barossa Hills Fleurieu Local Health Network in line with the policies of the Department for Health and Wellbeing.</li> <li>&gt; Facilitating the development of a health plan for the service including the identification of priorities, strategies and health promotion initiatives specific to the population of the Barossa Hills Fleurieu Local Health Network.</li> <li>&gt; Implementing a co-ordinated approach across the Barossa Hills Fleurieu Local Health Network for the delivery of primary, acute and chronic services.</li> <li>&gt; Managing the Barossa Hills Fleurieu Local Health Network so that it operates as part of an integrated health system providing services to the population of South Australia.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Engaging local health units within the Barossa Hills Fleurieu Local Health Network in collaborative health service planning and delivery.</li> </ul>
<b>Strategic Planning</b>	<p>The CEO Barossa Hills Fleurieu Local Health Network is responsible to the Barossa Hills Fleurieu Local Health Network Governing Board for ensuring the development of appropriate corporate and operational strategies, in line with the Strategic Framework and the policies of the Department for Health and Wellbeing through:</p> <ul style="list-style-type: none"> <li>&gt; Development of agreed vision and values.</li> <li>&gt; Establishing evidence based processes for reconciling priority needs against available resources and opportunities.</li> <li>&gt; Maintaining an appropriate framework for the Barossa Hills Fleurieu Local Health Network's future development.</li> <li>&gt; Maintaining mechanisms to monitor the implementation of strategies and report on the achievement of objectives and outputs.</li> <li>&gt; Monitoring the performance of local health units in achieving local objectives.</li> </ul>
<b>Statewide Planning and Service Integration</b>	<p>The CEO is responsible to the Barossa Hills Fleurieu Local Health Network Governing Board for:</p> <ul style="list-style-type: none"> <li>&gt; Contributing to statewide planning, program and service development consistent with government policy, strategic priorities and identified population needs.</li> <li>&gt; Contributing to the development of a model for clinical service planning and clinical networks which facilitates the implementation of service integration across the system.</li> <li>&gt; Developing an operational plan for the Barossa Hills Fleurieu Local Health Network which is in line with SA Health's system-wide public hospital planning, policy and standards and guiding the delivery of services at the Barossa Hills Fleurieu Local Health Network level.</li> <li>&gt; Developing and strengthening clinical linkages across the Barossa Hills Fleurieu Local Health Network, and between LHNs, to ensure resources are used on an effective and equitable basis for the benefit of the community.</li> </ul>
<b>Health Service Management</b>	<p>The CEO is responsible to the Barossa Hills Fleurieu Local Health Network Governing Board to ensure the effective management of the Barossa Hills Fleurieu Local Health Network administrative support, public hospitals and other primary health services to achieve and continuously improve standards of patient care and client services as well as achieve improved health outcomes by:</p> <ul style="list-style-type: none"> <li>&gt; Developing and implementing management and quality control systems that facilitate efficient, effective and economic utilisation of health service outcomes.</li> <li>&gt; Ensuring the existence of clinical risk management and quality assurance system.</li> <li>&gt; Establishing contractual arrangements with service providers and negotiating and monitoring relevant agreements as required.</li> <li>&gt; Ensuring the existence of risk management strategies across the LHN inclusive of systematic identification, assessment and treatment of risks.</li> </ul>
<b>Financial and Asset Management</b>	<p>The CEO is responsible to the Barossa Hills Fleurieu Local Health Network Governing Board to ensure the effective management of the LHN's financial and physical assets by:</p> <ul style="list-style-type: none"> <li>&gt; Achieving financial outcomes in accordance with Service Agreement requirements including a balanced budget outcome.</li> <li>&gt; Exercising administrative and financial delegations where appropriate,</li> </ul>

	<p>implementing decisions as required.</p> <ul style="list-style-type: none"> <li>&gt; Representing the LHN in relevant forums, advocating on behalf of the interests of its clients and LHN and Department for Health and Wellbeing objectives.</li> <li>&gt; Developing, allocating, monitoring and evaluating relevant budgets to support the LHN.</li> <li>&gt; Meeting the Department's requirements for financial reconciliations and reporting.</li> <li>&gt; Administering the purchasing function in line with Government and Departmental policy and guidelines.</li> <li>&gt; Developing financial processes to ensure the attainment of population level objectives.</li> <li>&gt; Developing funding allocation proposals for local health units and monitoring performance of local health units.</li> <li>&gt; Negotiate with the Department in the provision of effective financial management and asset management services to local health units.</li> </ul>
<p><b>Human Resource Management</b></p>	<p>The CEO is responsible to the Barossa Hills Fleurieu Local Health Network Governing Board to ensure the promotion and implementation of a safe, productive and healthy work environment across the LHN including health units through:</p> <ul style="list-style-type: none"> <li>&gt; Workforce planning and redesign to provide adequate numbers and skill mix to support service provision.</li> <li>&gt; A work place free of harassment and discrimination.</li> <li>&gt; Professional and personal development for all staff.</li> <li>&gt; Mechanisms for consultation and the development of positive relationships with employee representative groups.</li> <li>&gt; Adherence to the provisions of legislative requirements including (but not limited to) relevant Occupational Health, Safety and Welfare and Equal Opportunity legislation.</li> <li>&gt; Promoting work life balance for all groups of staff.</li> <li>&gt; Promoting an employer of choice status to promote attraction and retention of LHN staff.</li> </ul>
<p><b>Consultation</b></p>	<p>The CEO is responsible to the Barossa Hills Fleurieu Local Health Network Governing Board to ensure effective leadership in the establishment of consultation and participation mechanisms and partnerships for the operation of local health units through facilitation of stakeholder input into the conceptual framework, service provision development and maintenance of effective relationships between the LHN and:</p> <ul style="list-style-type: none"> <li>&gt; Other sectors within the health system</li> <li>&gt; Other Government agencies</li> <li>&gt; Local Government</li> <li>&gt; The local community</li> <li>&gt; Aboriginal and Torres Strait Islander communities</li> <li>&gt; Consumers</li> <li>&gt; Professional associations and</li> <li>&gt; Staff associations and unions</li> <li>&gt; Educational and research bodies</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > An appropriate tertiary level qualification or significant experience in a health related field.

#### **Personal Abilities/Aptitudes/Skills**

- > Strong leadership and change agent ability with a demonstrated ability to motivate and inspire others to work together as a team to achieve objectives in a changing environment.
- > Demonstrated ability to effectively liaise and collaborate with clinicians and the general community and relevant organisations.
- > Demonstrated commitment to the integration of primary and acute health services and the development of a population based health system.
- > 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 manage and evaluate group and individual performance against agreed objectives.
- > Demonstrated ability to communicate, both verbally and in writing, to a wide range of audiences on a range of sensitive and complex issues.
- > Proven ability to negotiate at senior levels of government and private industry.
- > Demonstrated ability to use an effective project management model.
- > Ability to be innovative and enterprising in relation to influencing and earning the trust and respect of relevant parties who possess a diverse range of values.
- > An ability to manage to the spirit and principles of the Premier's Safety commitment and the legislative requirements of the occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

#### **Experience**

- > Experience in providing leadership to a multi-disciplinary organisation in a climate of continuing change, increasing the effectiveness and accountability of the organisation and/or programs.
- > Experience in the effective management of human, financial and material resources including the management of business contracts.
- > Experience in the preparation of reports, policies and plans dealing with complex issues.
- > Experience in public speaking to both large and small groups of people and in liaison with the print and electronic media.
- > Experience in managing and providing country health services.
- > Experience in policy, strategic planning and innovative program development at a senior level, preferably in a human services related area.
- > Experience in program evaluation and continuous improvement activities.

#### **Knowledge**

- > A demonstrated awareness of the political and socio-economic sensitivities that impact on the planning, development, funding, delivery and management of health services.
- > Knowledge of the SA and Australian health system.

- > Knowledge of Public Sector management aims, personnel management standards, in particular Equal Opportunity and Occupational health, Safety and Welfare.
- > An understanding of emerging directions within the human services, nationally and internationally.
- > Understanding of issues relating to health services in rural and remote locations, especially South Australia.
- > Knowledge of indigenous issues, especially as they relate to the provision of health services and sensitivity to other cultures.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > A post graduate qualification in a related discipline.

### **Personal Abilities/Aptitudes/Skills**

- > Ability to form linkages across primary and acute care.

### **Experience**

- > Experience in leadership and management within a complex health system.
- > Experience of successful system change management outcomes.

### **Knowledge**

- > Knowledge of the State health system and associated country health system.
- > Knowledge and understanding of the various professional groups operating across the health system and in Country South Australia.
- > Understanding the political environment and managing successfully to meet political agendas.

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

### Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to LHN values and strategic directions.



**Handling of Official Information:**

By virtue of their duties, LHN employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

LHN employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

LHN employees will not misuse information gained in their official capacity.

LHN employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Statement**

Barossa Hills Fleurieu Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Barossa Hills Fleurieu Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Resilience:**

LHN employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the *Public Sector Act 2009*.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., South East Local Health Network Inc., Yorke and Northern Local Health Network Inc., and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Barossa Hills Fleurieu Local Health Network (LHN):

Barossa Hills Fleurieu Local Health Network has an expenditure budget of around \$329 million and an employed workforce of approximately 1500 FTE.

The LHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.

The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community based services.

A range of clinical services are delivered including Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.

The Rural and Remote Mental Health Service at Glenside, Adelaide, provides services to the region with a team including psychiatrists, psychologists, social workers, occupational therapists and mental health nurses. There are also specialist youth mental health clinicians and access to specialist older persons mental health services.

The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service. The RSS supports all six regions LHNs by bringing together a number of specialist clinical and corporate advisory functions focused on improving quality and safety

## Values

### Barossa Hills Fleurieu LHN Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our Local Health Network:

- > We are committed to the values of trust, respect, integrity, collaboration and kindness.
- > We value care, excellence, innovation, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date**