

# Role Description

## Executive Director – Caboolture, Kilcoy, and Woodford Directorate

### Your Opportunity

To provide strategic leadership and direction in the management of Caboolture, Kilcoy, and Woodford Directorate in achieving the key strategies in clinical service excellence; business excellence; leadership; education; and research in the delivery of quality patient-centred health care and business outcomes.

Located within one of Australia's most rapidly growing regions, Caboolture Hospital is a respected and trusted healthcare provider, serving the Caboolture community and broader Moreton Bay region.

As an integral component of Metro North Health – the largest Hospital and Health Service in Australia – Caboolture Hospital plays a vital role in delivering high-quality, patient-centred care.

The hospital employs more than 2,400 multidisciplinary staff who possess advanced expertise across a wide range of clinical specialties. These professionals deliver comprehensive services including medical, emergency, surgical, maternity, paediatric, gynaecology, critical care, mental health, palliative care, and allied health care.

A recent major redevelopment is enabling the expansion of services, growth in the workforce, and the creation of new clinical capabilities. This includes a significantly enlarged Emergency Department with a footprint exceeding three hectares.

Caboolture Hospital's paediatric services – featuring a dedicated Children's Emergency Department – ensure that families have access to tailored, responsive, and developmentally appropriate healthcare.

The hospital works in close partnership with Kilcoy Hospital and the Caboolture and Bribie Island Satellite Health Centres to deliver coordinated, holistic, and accessible care.

Together, these services ensure that the community can receive high-quality, compassionate healthcare when they need it, close to home.

### Context and Delegations

This senior executive position reports directly to the Chief Operating Officer, Metro North Hospital and Health Service (MNHHS).

The Executive Director of Caboolture, Kilcoy, and Woodford (CKW) Directorate is required in close collaboration with the Executive Directors of the Clinical Directorates and Streams.

The position has twenty two direct reports including senior clinical and professional service leaders.

Human Resources delegations apply in accordance with Band 5.

CKW employs approximately 2,400 staff.

### Job Ad Reference

H26\_5357

### Classification

HES3L

### Salary

\$290,649 - \$301,265 per annum  
(plus superannuation and leave loading benefits)

### Duration

3 Year contract

### Location

Caboolture

### Team/Division

Caboolture, Kilcoy, and Woodford Directorate

### Closing Date

Wednesday, 25 March 2026

### Contact

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### Online Applications

[Queensland Health Careers](#)

\* Please note: there may be a requirement to work at other facilities located across Metro North Health.

\*\*Future recurring vacancies may also be filled through this recruitment process at any location across Metro North Health.

\*\*\*Applications from third parties will not be accepted.

### Metro North Health's vision

Creating healthier futures together—where innovation and research meets compassionate care and community voices shape our services.

Finance Delegation applies in accordance with Band 3.

CKW has a current operating budget of \$450 million.

## About Metro North Health

Metro North Health offers a dynamic and progressive environment at the forefront of healthcare, research, and education. With a strong commitment to inclusion, flexibility, and professional development, we provide meaningful opportunities in a workplace that puts people first.

## How to Apply

Please read this role description with the candidate application guide that is provided. The guide will provide you with additional information to assist you with the preparation of your application.

Please provide the following information when submitting your application:

1. **A short statement (maximum 2 pages)** - Formulate your response to the dot points listed under “How you will be Assessed” within the context of the “Key Accountabilities”.
2. **Your current CV or resume, including the names and contact details for two referees.** You must seek approval prior to nominating a person as a referee. Referees should have thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your CV or Resume.
3. **Complete the application screen within this Role Description (maximum 2 pages).**

Please note a higher standard of pre-employment check for DSO level and equivalent or above is required through the provision of two referees who are not members of the selection panel. You will still be able to provide references from panel members where relevant, for example, a current line manager, however this would be in addition to the provision of two non-panel members.

### Instructions on how to apply

- Submit your application online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) by the closing date.
- Please note that hand delivered applications will not be accepted.
- Only those persons eligible to work in Australia may be employed by Metro North Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact officer.

## Your Key Accountabilities

This successful applicant will be responsible for the following key accountabilities, executed in alignment with the values of Metro North Health.

### Leadership

- Provide strategic leadership to cultivate a healthy, values-driven workplace culture across the hospital, contributing to a high-performing culture throughout MNHHS.
- Embed a strong operational and performance-oriented focus across hospital management teams.
- Demonstrate excellence in strategic thinking and planning, consistently modelling exemplary leadership behaviours.
- Identify, coach, develop, and mentor high-performing staff and emerging leaders.
- Promote and support ongoing professional development, education, and training to strengthen workforce capability and capacity.
- Consistently uphold and demonstrate the core values of MNHHS and the Queensland Public Service.

### Strategic and Operational Planning

- Work collaboratively with the Chief Operating Officer, MNHHS, to ensure all facilities and services are strategically aligned with MNHHS service strategy, including the implementation of State and National health priorities.
- Develop and champion commercially sound operating strategies that encourage innovation, accountability, and continuous improvement.
- Ensure the implementation and maintenance of robust safety, quality, and governance frameworks, systems, and practices.
- Anticipate, analyse, and respond proactively to emerging trends and opportunities within the broader health environment.
- Partner with Clinical Streams and Directorates to provide expert operational advice and contribute to the development of strategic and operational plans for facilities, streams, and networks.

### Business Management

- Lead the delivery of operational plans through strong governance, risk management, and accountability, ensuring timely and accurate reporting focused on performance outcomes.
- Drive the development and implementation of key strategic frameworks, policies, and processes relating to budget management, financial governance, systems, and controls.
- Contribute to the Health Funding function in collaboration with Business Advisory and Financial Control teams.
- Work with the Chief Operating Officer, MNHHS, to design and implement innovative service delivery and staffing models that maximise efficiency and effectiveness within available resources.
- Oversee services to ensure delivery across all key operational performance indicators, including emergency access, waiting lists, clinical incidents, risk, workforce management, activity, and financial metrics.

### Stakeholder Management

- Build and maintain effective relationships with a diverse range of internal and external stakeholders, including government agencies, community organisations, service providers, educational and research institutions, staff, clinicians, and consumers.
- Support MNHHS engagement with practitioner groups and key stakeholders by ensuring their perspectives and expectations are incorporated into service planning and evaluation.
- Promote a positive, collaborative, and values-driven workplace culture, fostering constructive staff-union relationships and ensuring all staff are treated with fairness, dignity, and respect.
- Oversee a robust patient complaints function that ensures feedback and concerns are addressed promptly, sensitively, and at an appropriate level.

## Safety and Quality

- Participate in ongoing education, implementation, monitoring, and evaluation of safety and quality initiatives in accordance with the National Safety and Quality Health Service Standards and the Australian Council on Healthcare Standards (ACHS) Evaluation and Quality Improvement Program (EQUIP).
- Promote a culture of safety and quality among clinical teams, emphasising the responsibility of all staff to contribute to excellence in patient care.
- Serve as an expert resource in managing and monitoring clinical workforce performance to ensure services are delivered safely, efficiently, and effectively.
- Utilise existing data systems and support the development and implementation of new data systems to enhance quality, safety, and performance monitoring.

## Mandatory Qualifications/Professional Registration/other Requirements

- Substantial and demonstrated experience in the strategic and operational management of a large, complex and diverse health care service.
- Participation in an appropriate executive after hours on call roster as agreed with the Chief Operating Officer, MNH.
- The position will require you to work (from time to time) at and/or visit other Metro North Clinical Directorates within Metro North Health.
- Whilst not mandatory, a relevant qualification would be desirable.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
  - Measles, mumps, rubella (MMR)
  - Varicella (chicken pox)
  - Pertussis (whooping cough)
  - Hepatitis B
  - Tuberculosis
- Disclosure of Serious Disciplinary History: Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious disciplinary action taken against them.
- Metro North Health is committed to managing risks associated with pre-existing injuries or medical conditions in accordance with the [Work Health and Safety Act 2011](#) and [Workers' Compensation and Rehabilitation Act 2003](#). Applicants are required to disclose any pre-existing injury or medical conditions which may impact your ability to perform the role as per section 571 of the Workers' Compensation and Rehabilitation Act 2003. Failure to provide accurate information may affect eligibility for compensation under the legislation.

## How You Will be Assessed

You will be assessed on your ability to demonstrate how your experience, abilities, knowledge and personal qualities align to Metro North's values and the key accountabilities of the role.

- **Compassion:** Demonstrates compassion by contributing to a safe, supportive and caring environment. Shows kindness and empathy in interactions with others, is mindful of the impact of personal behaviour, and supports the wellbeing of patients, consumers, colleagues and stakeholders.
- **High performance:** Strives for high performance by developing skills and capabilities, delivering quality work and taking responsibility for outcomes. Actively contributes to the delivery of high-quality services that meet the needs of the community and support Metro North's purpose and priorities.
- **Integrity:** Acts with integrity by demonstrating honesty, accountability, and equity in all actions and decisions. Follows through on commitments, applies sound judgement, and takes responsibility for their behaviour and work outcomes.
- **Respect:** Demonstrates respect by treating everyone with courtesy, fairness and professionalism. Actively listens to others, values diverse cultures, beliefs and perspectives, and communicates in a way that promotes inclusion and mutual respect.

- **Teamwork:** Works collaboratively with others, valuing different skills, roles and expertise to achieve shared outcomes. Contributes positively to a team environment where people feel included, supported and recognised within Metro North.

## Health Equity and Racism

Metro North Health has set out its actions and agreed key performance measures to improve Aboriginal and Torres Strait Islander people's health and wellbeing outcomes.

Racism is a key structural determinant of Aboriginal and Torres Strait Islander people's health inequity. Racism is not always conscious, explicit, or readily visible - often it is systemic. Systemic or institutional racism are forms of racism that are widely and deeply embedded in systems, laws, written or unwritten policies and well-established practices and beliefs that produce, condone, and perpetuate widespread unfair treatment, causing and/or contributing to inherited disadvantage.

It is expected that all Metro North Health staff, including the incumbent of this role as a valuable member of the Metro North workforce, contribute to the health equity agenda and meet the intent of supporting the defined six actions that specifically meet the needs of Aboriginal and Torres Strait Islander people within the National Safety and Quality Health Service Standards (NSQHS), by actively supporting the elimination of racial discrimination and institutional racism; supporting increased access to health care; influencing the social, cultural and economic determinants of health; supporting the delivery of sustainable, culturally safe and responsive health services; and recognise the importance of working with Aboriginal and Torres Strait Islander peoples, communities and organisations to design, deliver, monitor and review the health and support services we provide.

Applications from Aboriginal and Torres Strait Islander people are encouraged and welcomed.

Please visit our website for additional information about Metro North Health. <http://metronorth.health.qld.gov.au/>

## Additional Information

- Metro North Health is committed to creating an inclusive and supportive workplace. We welcome applications from people with disability and encourage candidates to request any reasonable adjustments needed to support their participation in the recruitment process. If you require adjustments or support, please contact the nominated contact officer listed in the role description. For further information, please refer to our [Reasonable Adjustments Policy](#).
- Please note: there may be a requirement to work at other facilities located across Metro North Health.
- We recognise the value of diverse backgrounds, experiences and perspectives. If you have any support or access requirements, please advise us at the time of application.
- Future recurring vacancies may also be filled through this recruitment process at any location across Metro North Health.
- Applications will remain current for 12 months or for the duration of the vacancy.
- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at: [Lobbyist Disclosure Policy - ForGov](#).
- Pre-employment screening, including criminal history and discipline history checks, will be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt. Roles providing services to National Disability Insurance Scheme (NDIS) participants require an NDIS worker screening check.
- Employees who are appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to [Probation HR Policy B2](#).
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role.



## Further Information

### **Metro North Health organisational structure**

- [Organisation structure | Metro North Health](#)

### **Metro North Health website**

- [Careers | Metro North Health](#)

# Team Structure

Caboolture, Kilcoy and Woodford Clinical Directorate Organisational Structure

