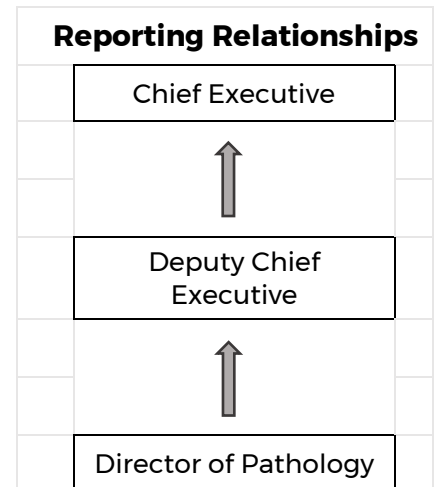


Directorate	Canberra Health Services
Division	Deputy Chief Executive
Business Unit	ACT Pathology
Position Number	E1185
Position Title	Director of Pathology
Classification	SES1.4
Location	Garran, ACT
Last Reviewed	January 2024



Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](#).

Our **Vision**: creating exceptional health care together

Our **Role**: to be a health service that is trusted by our community

Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

As Director of ACT Pathology for CHS, you will be responsible for the delivery of critical pathology services to Canberra and the surrounding region, directing the successful operations of the region's major public pathology service. Reporting to the Deputy Chief Executive Officer, you will provide high level advice on operational matters and the role of the pathology service in achieving excellent patient outcomes, a positive team culture, and in contributing to the achievement of the CHS strategic plan. You will be responsible for maintaining high quality relationships with key stakeholders, including clinicians and the community, and represent the organisation at a range of forums.

To be a strong contender for this role, you will need experience in leading the provision of safe, high quality health services across the care continuum, and commitment to service in accordance with the values of CHS. You will need to be innovative and flexible with a strong record of achievement in leading people and managing resources to accomplish quality results. You will need to be an outstanding leader, with substantial operational experience.

You will be forward thinking, self-motivated, resilient and adept at building relationships in a complex and fast-paced environment. You will have strong leadership credentials and ability to engender trust and respect, as well as sound judgement, a strong focus on results and the ability to resolve complex issues in a public sector context.

DUTIES

Under limited direction of the Deputy CEO you will:

1. Lead and manage ACT Pathology to deliver services to Canberra and the surrounding region and provide high level advice on clinical operations matters to the executive.
2. Support the Chief Pathologist to provide leadership and governance for NATA accreditation requirements ensuring ongoing Quality Assurance activities and adherence to all relevant Australian Standards, NPAAC requirements, Medicare Benefits Schedule, CHS policies and procedures and other applicable legislative requirements.
3. Plan, deliver and manage services using activity-based management.
4. Improve patient outcomes and respond to system-wide issues.
5. Maintain effective communication with relevant stakeholders, including clinicians and the community and represent the organisation at relevant fora.
6. Provide leadership to Pathology team members and ensure that consultation and teamwork based on CHS values are encouraged throughout the organisation.
7. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

1. Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.
2. High level critical thinking ability and extensive process, resource and budget management skills in order to implement operational efficiencies and understand the challenges facing modern healthcare service delivery.

Position Requirements / Qualifications

Mandatory

- Relevant qualifications and experience working professionally in a tertiary acute health service.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Please note prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

WHAT YOU REQUIRE

These are the key executive capabilities for how you will be assessed in conjunction with your resumé and experience:

1. Leads and values people
 - Motivates and develops people
 - Values diversity and respects individuals
 - Builds a culture of improving practice.
2. Shapes strategic thinking
 - Inspires a sense of purpose and direction
 - Encourages innovation and engages with risk
 - Thinks broadly and develops solutions.
3. Achieves results with integrity
 - Develops organisational capability to deliver results
 - Manages resources wisely and with probity
 - Progresses evidence-based policies and procedures
 - Shows sound judgement, is responsive and ethical.
4. Fosters collaboration
 - Listens and communicates with influence
 - Engages effectively across government
 - Builds and maintains key relationships
5. Exemplifies citizen, community and service focus
 - Understands, anticipates and evaluates client needs
 - Creates partnerships and co-operation
 - Works to improve outcomes

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally

TRAVEL	FREQUENCY
Frequent travel - multiple work sites	Occasionally
Frequent travel - driving	Occasionally

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Occasionally
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Occasionally
Unpredictable People e.g. Dementia, mental illness, head injuries	Occasionally
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Frequently
Slippery or uneven surfaces	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 - 9kg	Occasionally
Lifting 10 - 15kg	Occasionally
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Frequently
Kneeling	Occasionally
Foot and leg movement	Frequently
Hand, arm and grasping movements	Frequently
Bending/squatting	Frequently
Bend/Lean Forward from Waist/Trunk twisting	Frequently
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently