



HSS REGISTERED

## Executive Director Medical Services

### Position Details

Position number: NM009767  
Classification: Health Executive Medical Practitioner  
Directorate: North Metropolitan Health Service  
Division: Medical Services

### Reporting Relationships

This position reports to:

|          |                 |
|----------|-----------------|
| CG000001 | Chief Executive |
|----------|-----------------|

Positions under direct supervision:

*Specific positions to be confirmed*

#### Primary purpose of the role

The Executive Director Medical Services (EDMS) is the Principal Medical Officer for the North Metropolitan Health Service (NMHS).

Provides NMHS-wide professional stewardship and strategic leadership for medical services, including clinical governance, standards of medical practice, workforce sustainability, education, training and research.

Provides expert advice to the Chief Executive, NMHS Executive and the NMHS Board in relation to the delivery of medical services across NMHS.

Develops, enables, and supports a medical culture aligned to NMHS values that promotes clinical excellence through education, professional development, research, and evidence-based practice.

Champions the adoption of digital health technologies and innovative models of care to improve patient care outcomes.



## Our values



### **CARE** (Kaaradjiny)

We show empathy, kindness and compassion to all.



### **RESPECT** (Ngargal-wirrn)

We are inclusive of others and treat everyone with courtesy and dignity.



### **INNOVATION** (Milka kaaditj)

We strive for excellence and are courageous when exploring possibilities for our future.



### **TEAMWORK** (Danjoo Yacker)

We work together as one team in a spirit of trust and cooperation.



### **INTEGRITY** (Karnadjil)

We are honest and accountable and deliver as promised.

## Our vision

To be a **transformative leader**, shaping the future of healthcare

## Strategic plan

Our enduring purpose  
Providing **excellent compassionate care**



## About us

North Metropolitan Health Service (NMHS) is one of the largest health services in Western Australia, with three tertiary hospitals and two secondary hospitals, including:

- Sir Charles Gairdner Hospital
- King Edward Memorial Hospital
- Graylands Hospital
- Osborne Park Hospital
- Joondalup Health Campus.



Our highly skilled workforce includes more than 14,000 people dedicated to delivering sustainable, quality-health services.

We deliver a comprehensive range of adult specialist medical, surgical, mental health and obstetric services. Additionally, we offer a range of statewide and specialised multidisciplinary services from our hospital and clinic sites to people living across Western Australia, including:

- Dental Health Services
- Public Health
- State Forensics Mental Health Service
- BreastScreen WA
- Sexual Assault Resource Centre
- Cancer Network WA
- Genetic Health WA



Our medical research and education programs are well-renowned and support ongoing innovations in the treatment and care we provide. To support research, we collaborate with various partners to advance medical science and improve patient care.



## Key Accountabilities

### 1. Strategic Leadership and Accountability

- 1.1 As a member of the NMHS leadership team, contributes to decision-making on whole-of-health issues for NMHS, actively promoting high standards of medical practice and driving organisational and cultural change through interprofessional collaboration.
- 1.2 Provides strategic leadership, direction and executive assurance for functions within span of control, including:
  - 1.2.1 Medical education, medical workforce and research governance.
  - 1.2.2 Medical services including clinical governance, performance and compliance with relevant standards in alignment with policy and regulatory obligations.
- 1.3 Provides high-level expert advice to the Chief Executive, Board and executive leadership through analysis of trends and emerging issues at NMHS, state and national levels, relating to clinical priorities, consumer care, workforce models and interprofessional governance.
- 1.4 Leads and oversees organisation-wide strategic medical initiatives and projects for the NMHS.
- 1.5 Identifies, mitigates and escalates organisation-level medical workforce and clinical risks to the Chief Executive and Board, including risks related to workforce sustainability, capability and culture.
- 1.6 Leads the implementation of the NMHS Research and Innovation Strategy and associated research governance framework, ensuring ethical, safe and impactful research and a robust research culture.
- 1.7 Ensures resources are managed and developed to meet service requirements and agreed outcomes.
- 1.8 Leads the development, implementation and evaluation of NMHS-wide medical workforce-related strategies, policies and service improvements, including succession planning, career pathways and talent attraction and development.
- 1.9 Leads and champions digital health transformation and innovative models of care to improve patient outcomes and service efficiency, including electronic medical records and virtual care models.

### 2. Communication, Consultation and Engagement

- 2.1 Builds and maintains effective relationships with internal and external stakeholders, including site leadership teams, clinicians, regulators, professional bodies, academic institutions and community partners.
- 2.2 Advocates for NMHS medical priorities at state and national levels, and builds strategic partnerships with academic, research and professional bodies, aligned to NMHS strategic objectives and government health priorities.
- 2.3 Promotes transparent two-way communication across NMHS sites to ensure consistent professional standards, workforce engagement and timely dissemination of strategic priorities.
- 2.4 Leads medical engagement in clinical service planning, reform and delivery.
- 2.5 Represents NMHS on boards, committees and external forums at organisation, state and national levels, advancing medical practice, research and innovation.
- 2.6 Collaborates closely with clinical leads, including the Executive Director Nursing and Midwifery Services, the Executive Director Public Health and Clinical Excellence and Allied Health leaders to ensure integrated clinical governance, shared accountability for patient safety, and culturally safe care across NMHS.



- 2.7 Leads and connects the medical practitioner workforce across NMHS to support professional alignment and shared strategic direction.

### **3. Role Specific Responsibilities**

- 3.1 Provides NMHS-wide clinical leadership and professional direction for medical practice and standards, in partnership with site-based executive leadership and aligned to NMHS strategic priorities and statewide health reforms.
- 3.2 Leads and provides executive assurance for credentialing, scope of practice, clinical standards and protocols relevant to the medical workforce.
- 3.3 Provides strategic advice on NMHS-wide clinical service planning and future operations, and leads medical change management to implement new service delivery models and reconfigure existing services.
- 3.4 Provides leadership in clinical teaching and research, ensuring innovation, translation of research into practice, and compliance with the Australian Code for the Responsible Conduct of Research and the National Statement on Ethical Conduct in Human Research.
- 3.5 Chairs key clinical governance committees and contributes to accreditation and internal assurance processes.
- 3.6 Supports compliance with NMHS medico-legal obligations, ethics responsibilities and associate governance requirements.

### **4. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity***

- 4.1 Reflect the NMHS values in the way you work, behave and make decisions.

### **5. NMHS Governance, Safety and Quality Requirements**

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 Supports the delivery of safe consumer care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service (NSQHS) Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to the role.
- 5.5 Performs duties in accordance with the Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Work Health and Safety legislation, the Disability Services Act and the Equal Opportunity Act.

### **6. Undertakes other duties as directed.**



## Work-Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

The leadership context for this role is: [Executive Leader](#).

### Essential Selection Criteria

#### Role Specific Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Relevant Fellowship that may include, but is not limited to, Fellowship of the Royal Australasian College of Medical Administrators (RACMA).
3. Senior level executive experience in leading organisational strategy on relevant clinical and workforce matters, clinical governance and service innovation.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment and service delivery.

#### Lead collectively

- You take a system-wide perspective to deliver value for the agency and sector.
- You support the integration of business areas in your agency to align system-wide strategy and direction.
- You create value by fostering strong relationships across the agency to deliver outcomes.

#### Think through complexity

- You work with a high level of complexity arising from ambiguity and uncertainty, and create value for an unknowable long term future.
- You are able to deal with and consider a large number of variables, and make tactical and strategic decisions for the short- and medium-term.
- You proactively manage the implementation of the risk management strategies in your business areas, and take reasonable steps to mitigate any risks to your business areas and agency.

#### Dynamically sense the environment

- You scan and decipher internal and external environments, leveraging understanding to influence and persuade others so as to create value for Western Australians.
- You identify and acknowledge trends at societal, political and economic levels relevant to and likely to have an impact on your business areas.
- You recognise shared agendas and work towards mutually beneficial outcomes for all business areas.

#### Deliver on high leverage areas

- You pursue with tenacity the high leverage priorities that are essential to your agency, key stakeholders and Western Australians.
- You demonstrate a drive to deliver both short- and medium-term strategic objectives for your business areas while also contributing to the delivery of future value to the agency.
- You develop alternate plans and strategies to overcome barriers to delivering the goals and strategy of your business areas.

#### Build capability

- You proactively build long term capability in the sector to create value for the future of Western Australians.



- You focus on supporting the development of long-term capability in your business areas, providing development, coaching and mentoring opportunities for leaders.
- You understand your role and responsibility for creating a healthy culture in your business areas, contributing to a productive sector culture.

### **Embody the spirit of public service**

- You embody the spirit of public service by displaying empathy and compassion, integrity and humility.
- You deliver results under challenging conditions while maintaining the reputation of your business areas and the agency.
- You are committed to maintaining good corporate governance and proactively identify potential reputational risk and areas of non-compliance.

### **Lead adaptively**

- You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions.
- You engage in learning opportunities that contribute to your future development needs, actively seeking guidance and support from your mentors.
- You are open to change and willing to adapt your work methods and revise your processes to effectively lead your business areas.

### **Desirable Selection Criteria**

1. Tertiary qualification in health management at Master's level or equivalent.
2. Tertiary qualifications in management.

### **Appointment Prerequisites**

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

#### **Manager/Supervisor**

Name:  
HE:  
Date:

#### **HR Nominee**

Name:  
HE:  
Date:

#### **Position Occupant**

Name:  
Signature:  
Date:

