

Role description

Job ad reference:	H2507WB650374
Role title:	Executive Director - Bundaberg and Rurals
Status:	Contract (76 hours p.f.) for three years with the possibility of extension
Unit/Branch:	Acute Services
Division/Health Service:	Wide Bay Hospital and Health Service
Location:	Bundaberg Hospital and Rural Facilities
Classification level:	HES2H
Salary level:	\$202,404 - \$220,983 p.a.
Closing date:	Wednesday, 27 th August 2025 (applications will remain current for 12 months)
Contact:	Ben Ross Edwards
Telephone:	(07) 4150 2025
Online applications:	www.smartjobs.qld.gov.au
Application Enquiries:	If you have any queries in relation to applying online, please contact Recruitment Services on (07) 4150 2250.

About Wide Bay Hospital and Health Service

Wide Bay Hospital and Health Service is responsible for the delivery of public hospital and health services including medical, surgical, emergency, obstetrics, paediatrics, specialist outpatient clinics, mental health, critical care and clinical support services to people residing in a geographical area which incorporates the North Burnett, Bundaberg and Fraser Coast local government areas and part of Gladstone local government area (Miriam Vale).

Our Vision

Care, connection, compassion for all

Our Purpose

To compassionately care and connect with the Wide Bay community and our staff to provide excellence in regional health services.

Our Strategic Directions



Optimise and transform: enhance and transform health services to improve patient outcomes.



Equity and access: service delivered are equitable and accessible to the community.



Embed technology: Increase access to virtual care through embedded technology.



Foster partnerships: partner with diverse stakeholders to better serve the community.



Nurture and future-proof workforce: strengthen our workforce to ensure care, connection and compassion for all.

If you want more information about **Care, Connection, Compassion for all** visit our website: www.health.qld.gov.au/widebay



Purpose

- The Executive Director – Bundaberg and Rurals reports directly to the Chief Operating Officer and is directly accountable for the overall performance of the Bundaberg and Rural Facilities within the Wide Bay Hospital and Health Service (WBHHS). This will include financial, activity, service access, patient flow and clinical governance related performance indicators as defined in the content of this job description.
- The Executive Director – Bundaberg and Rurals will manage a budget of approximately \$292 million, directly be responsible for 1500 staff across Bundaberg and the North Burnett (Childers, Biggenden, Gayndah, Mundubbera, Eidsvold, Monto, Gin Gin and Mt Perry) and be responsible for all clinical, operational and human resource issues.

Your key responsibilities

- Fulfil the responsibilities of this role in accordance with the Wide Bay Hospital and Health Service values outlined above.
- To comply with the obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights as required by the Human Rights Act 2019.

Management and Leadership

- Responsible for providing leadership and management in the delivery of safe and quality services in a manner that supports coordination of care across the continuum.
- Provide values based leadership to direct reports to ensure alignment of the business plans with organisational goals, the annual operational plan and strategic priorities.
- To work closely with the facility Clinical, Nursing and Allied Health Directors seeking advice and direction and attaining assistance where required to effectively manage professional issues.
- Deliver advanced management and leadership, setting excellent standards whilst encouraging multidisciplinary working, whilst creating a culture where every voice is heard, and staff are supported and developed to undertake their responsibilities safely.
- Develop strong working relationships with all clinicians, staff and consumers by being visible within the organisation.

Operational Planning

- To take lead responsibility to develop and evaluate operational plans commensurate with the strategic direction and planning document “Care Comes First...Through Patients Eyes”, whilst maintaining services aligned to the service agreement framework.
- To ensure compliance with the WBHHS Performance Framework and service related organisational and specific contract key performance indicators.
- Develop new service development plans aligned to the strategic planning process and in support of areas where the alignment of capacity and demand have proven difficult.
- Deliver a framework in which creativity, innovation through clinical redesign can thrive.

Finance

- To ensure services are appropriately costed to formulate accurate budgetary management and align income expectation.
- To directly manage and sustainably balance all budgets associated with the areas of accountability as allocated by the Chief Operating Officer.
- To manage all associated trust funds within the areas of accountability.
- To ensure all cost centre managers within their scope of accountability act in compliance with financial delegations and utilise funds appropriately.
- Ensure the management of all assets and equipment are appropriately recorded and managed on a regular basis.

Activity

- To ensure all activity is appropriately planned, phased and delivered in an effective manner, maintaining high quality standards of care.
- Ensure activity is delivered to match if not exceed that defined within service agreements within the funds allocated.
- To plan additional activity to minimise waiting lists when plans have been placed which align demand and capacity.
- Ensure all clinicians and providers of front-line patient activity have up to date plans to achieve KPIs.



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Human Resource

- Ensure all positions within their area of accountability are effectively recruited and staff is assessed as to training and education needs to deliver a safe working environment and delivery of service.
- Ensure systems and process for the rostering and management of staff absences are aligned to financial and quality expectations.
- Ensure all staff incidents are fully investigated inclusive of long-term absence, absence abuse, work cover and attendance.
- Be responsible for ensuring the provision of effective communication throughout the organisation and to ensure staff are engaged and motivated.
- Ensure all staff within the Division undertake personal development and appraisal reviews and have training and education plans in place and recorded on the organisation's systems.
- Ensure that regular audits are undertaken in regard to workplace health and safety.
- Ensure all cost centre managers within their scope of accountability act in compliance with HR delegations and utilise funds appropriately

Clinical Governance

- To ensure all specialty groups are assessed and engaged in the organisation's clinical governance agenda and compliant with systems, process, guidelines and clinical protocol.
- Ensure quality indicators are defined, owned and audited regularly for all specialties within their areas of accountability.
- Ensure all safety, quality and National Equip standards are met on a daily basis and to develop continual evidence of compliance.

Corporate Governance

- Ensure all plans and directions are effectively communicated to staff and opportunity for feedback is available to all staff.
- Ensure that their area of accountability undertakes effective customer service programmes to collate basis for improving service.
- Ensure all risks associated with the delivery of service are recorded and have action plans to mitigate.

Delegations

This role has been assessed with the following delegations:

1. Human Resource delegation – Level 5 as per the WBHHS Human Resource Delegations Manual
2. Financial Delegation – Level 7 as per the WBHHS Financial Delegations Manual

Key Responsibilities - Occupational Health and Safety

- All staff of Wide Bay Hospital and Health Service are responsible for making the health system safer and more effective by:
 - Having an understanding of their broad responsibilities as a team member and an individual for maintaining safety and quality in health care.
 - Ensuring that safety and Quality Procedures are followed.
 - Participate in the review of procedures individually or as part of a team.
 - Participate in the development and implementation of organisational processes that improve health care services, development and implementation of safety systems, engagement in improvement initiatives and related training.
 - Take reasonable care of your own health and safety and ensure that your acts/omissions do not adversely affect the health and safety of others.
 - Complete all necessary Occupational Health and Safety (OHS) training and comply with OHS Policy and procedures.
 - Report OHS incidents and assist with risk assessments.
 - All WBHHS workers have the ability to remove themselves from work situations that they consider present and imminent and a serious danger to their life and / or health. If an event of this nature were to occur the worker shall report the incident immediately to a supervisor / manager without reprisal
 - Ensure the health and safety of WBHHS workers while at work
 - Provide OHS information, training and supervision



- Support Incident investigation, undertake risk assessments and ensure risk control measures are implemented
- Officers are required to take reasonable steps that will support health and safety culture, accountability, the allocation of resources and development of appropriate policies.
- Due diligence requirements enable an officer to ensure the person conducting the business or undertaking (PCBU) uses and applies appropriate resources, policies, procedures and health and safety practices in the conduct of business or undertaking.
- If Officer fails to exercise due diligence requirements, they can be held personally liable.
- The duty to exercise due diligence will always remain with the officer and cannot be out sourced or delegated to trained safety officer.

Qualifications/Professional registration/Other requirements

- Whilst not mandatory, appropriate and relevant tertiary and / or business qualifications are desirable and will be highly regarded
- Appropriate management and leadership experience and advanced training in business or healthcare are desirable.
- Broad understanding of health care issues, including the role of academic medicine with researchers, practitioners and educators.
- Thorough knowledge of modern management principles, practices and methods.
- Considerable knowledge of a university hospital/ health and knowledge precinct is desired.
- **Blue Card:** Potential applicants are advised that the Commission for Children and Young People and Child Guardian Act (2000) requires Queensland Health to seek a 'working with children check' from the Commission for Children and Young People and Child Guardian prior to appointment to this position. Your appointment to the position is subject to the Commission for Children and Young People and Child Guardian issuing you with a favourable suitability notice. Queensland Health will meet the cost of this check and future renewals.
- **Aged Care:** "Potential applicants are advised that Section 63-1A of the Aged Care Act 1997 requires Queensland Health to: (a) Seek a criminal conviction record report from the Australian Federal Police; and (b) Conduct a search of bankruptcy records; and (c) Conduct previous employment and referee checks". Your appointment to the position is subject to a favourable aged care service clearance. Queensland Health will meet the cost of this check.
- **Queensland Disability Worker Screening:** Potential applicants are advised that from the 1st February 2021, the National Disability Insurance Scheme Quality and Safeguards Commission (NDIS Commission) requires Queensland Health to seek a Queensland Disability Worker Screening check prior to appointment to this position. Your appointment to the position is subject to the NDIS Commission issuing you with a favourable suitability notice. Please visit the website for further information: <https://workerscreening.communities.qld.gov.au/>
- This position requires the incumbent to work at other facilities within the Wide Bay Hospital and Health Service.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Hepatitis B Vaccination:** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- **Vaccination of Preventable Diseases:** 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: measles, mumps, rubella, varicella (chicken pox) and pertussis (whooping cough). Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department)
- **Tuberculosis (TB):** It is a condition of employment for this role for the employee to be assessed for their risk of TB. Existing staff that are engaged prior to 14 December 2018 are not subject to this condition of employment unless they apply for a role that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department).



Should existing staff be concerned about their TB status, they should consult their GP or contact the Metro South Clinical Tuberculosis Services on (07) 3176 4141 or (07) 3176 4166 for advice.

Pre-Existing Injury or medical condition

Wide Bay Hospital and Health Service (WBHHS) takes seriously its legislative obligations to manage the risks associated with pre-existing injury or medical conditions of prospective employees.

Further to WBHHS's obligation under Section 18 of the Work Health and Safety Act 2011, whereby employers are required to provide and maintain, so far as practicable, a working environment that is safe and without risks, Section 571 of the Workers' Compensation and Rehabilitation Act 2003 (WCR Act) enables prospective employers to give a prospective worker a written notice:

- Requesting that the prospective worker disclose any pre-existing illnesses or injuries of which they are aware, which could be reasonably aggravated by performing employment related duties; and
- Informing the prospective worker that a failure to disclose or a false or misleading disclosure means that the employee may not be entitled to compensation under the WCR Act for a work-related aggravation of the pre-existing illness or injury.

Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Performance outcome orientated with the ability to translate strategic plans concepts into achievable implementation and outcomes.
- Demonstrated strategic thinking ability including the ability to plan contemporary health services and resolve complex organisational problems associated with competing demands and priorities within a growing health service.
- Demonstrated innovative and visionary leadership in managing teams and major project initiatives.
- Highly developed managerial proficiency, including the ability to apply financial, human and physical resource management and governance skills to ensure resources are optimally allocated in meeting defined goals.
- Highly developed analytical and problem-solving skills.
- Proven financial skills.
- Highly developed communication and interpersonal skills, including the capacity to positively influence others in a significant environment of organisational transformation and performance accountability.
- Sound knowledge of contemporary human resource management at both a broad and specific level.
- The role requires a successful track record in leading operational support services or operational acute services within a large and complex organisation, preferably in a healthcare setting, a strategic and comprehensive approach to planning and decision making, and the ability to manage a significant budget and a large and diverse workforce.

How to apply

Please provide the following information to the panel to assess your suitability:

- **Your current CV or resume, including referees.** You must seek approval prior to nominating a person as a referee. Referees should have a 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 resume and contact the selection panel chair to discuss.
- **A short statement (maximum 1–2 pages)** on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and attributes noted in the 'Are you the right person for the job?' section.
- **Submit your application online at www.smartjobs.qld.gov.au** by the closing date ensuring completion of the online questionnaire.

About the Health Service/Division/Branch/Unit

Wide Bay Hospital and Health Service (WBHHS) provides health services to a fast growing regional area.



The Health Service covers the coastal stretch from Agnes Waters in the north to Maryborough and Hervey Bay in the South and includes the accompanying rural hinterland. Included in WBHHS are Hervey Bay and Maryborough Hospitals and Bundaberg Hospital, the main referral centres, with health facilities at Gin Gin, Childers, Biggenden, Eidsvold, Mundubbera, Gayndah, Mt Perry and Monto. The WBHHS serves a population of approximately 219,000 residents.

Across the Health Service, a range of specialty services are provided including acute care, surgical, medical, maternity, mental health rehabilitation and aged care services. Hervey Bay and Bundaberg Hospitals provide care in some major adult specialties and provide support to the surrounding smaller rural hospitals in the Health Service. The Health Service has a number of Multipurpose Health Services that provide access to integrated health and aged care services to smaller communities. WBHHS promotes the use of Telehealth, which enables patients to receive quality care closer to home via videoconferencing technology, reducing the need for travel and increasing access to specialised healthcare for people in regional and rural communities.

The Health Service provides a variety of primary and community health services including oral health, child health, school health, health promotion, environmental health, aged care and rehabilitation, aged care facilities, sexual health services and drug and alcohol services. WBHHS also provides a comprehensive and fully integrated mental health service to residents in both the community and acute care settings.

The Wide Bay is well known for its relaxed lifestyle, natural beauty and local attractions. Bundaberg is located at the southern tip of the Great Barrier Reef with access to coral islands and scuba diving. Possibly the most famous beach in Bundaberg is Mon Repos. Located 15kms east of Bundaberg, Mon Repos is known for having the largest concentration of nesting marine turtles on the eastern Australian mainland and is considered one of the two largest loggerhead turtle rookeries in the South Pacific Ocean. For a taste of the Australian bush, Cania Gorge, located in the hinterland west of Monto, is popular for bushwalks and abseiling.

The Fraser Coast includes the world-heritage listed K'gari (formally known as Fraser Island), which has a unique and unspoilt landscape including rainforests with abundant fresh water lakes and crystal clear creeks. From July to November, during their annual migration, Humpback whales take time out in the protected waters of Hervey Bay. The whales perform a variety of behaviours providing a spectacular display for visitors and locals.

The land within the WBHHS region encompasses the following Tradition Custodian Groups: Butchulla; Bylee; Gooreng Gooreng; Gurang; Kabi Kabi; Taribelang Bunda; Wakka Wakka and Wulli Wulli.

Wide Bay Hospital and Health Service respectfully acknowledges the traditional owners and custodians, both past and present, of the area we service. We also declare our commitment to reducing inequalities in health outcomes for Aboriginal and Torres Strait Islander people in line with the Australian Government's Closing the Gap initiative.

Regional Medical Pathway

Bundaberg and Hervey Bay are the Wide Bay's lead sites for the Regional Medical Pathway (RMP), a major partnership between The University of Queensland, CQUniversity and the Wide Bay and Central Queensland Hospital and Health Services. The RMP provides local community supported, end-to-end medical education and training designed to address workforce shortages in the Central Queensland and Wide Bay regions. This Pathway involves student placements across the education continuum and learning opportunities through pre-vocational and vocational training. The RMP includes a variety of opportunities for clinicians to engage as teachers, mentors, tutors and researchers as a way of ensuring the future of the medical profession in regional, rural and remote Queensland.

Pre-employment screening

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment, as well as any other availability information that could preclude them from undertaking the role. Roles providing health, counselling and support services mainly to children will require a Blue Card. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

To find out more about Queensland Health, visit www.health.qld.gov.au



Health professional roles involving delivery of health services to children and young people

All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety.

All relevant health professionals are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

Diversity

Wide Bay Hospital and Health Service is an equal opportunity employer that embraces diversity and is committed to eliminating discrimination.

We strive to provide a supportive and inclusive work environment in which all our employees are valued and empowered. We recognise the positive impact, innovation and opportunity that different perspectives, experiences, beliefs, cultures and ideas bring to the workplace. Our diversity and inclusion efforts will focus on:

- People with disability and people from other disadvantaged groups
- People who identify as being of Aboriginal or Torres Strait Island descent
- Women
- People from culturally and linguistic backgrounds

Sustainability

Wide Bay Hospital and Health Service is committed to providing high-quality, low-carbon health care, and all staff are expected to optimise our resources for patient and community benefit.

Our [Environmental Sustainability Strategy](#) sets out how we will reduce our environmental impact while maintaining our excellence in standards of healthcare provision, with the help of detailed action plans.

Staff from across all streams have the opportunity to be a member of our Environmentally Sustainable and Climate Resilient Healthcare Committee, and are encouraged to join the WBHHS Green Team in pursuit of continual quality and environmental improvement.

Salary Packaging

To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider – RemServ at <http://www.remserv.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on 1300 30 40 10.

Disclosure of Previous Employment as a Lobbyist

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:

https://www.forgov.qld.gov.au/_data/assets/pdf_file/0033/185919/lobbyist-disclosure-policy_0.pdf

Probation

Employees who are permanently 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 [HR Policy B2 - Probation \(health.qld.gov.au\)](https://www.health.qld.gov.au/hr-policy-b2-probation)

No Smoking Policy

From 1 January 2015, it is against the law to smoke at all public and private health facilities, and for five metres beyond their boundaries. These laws include all staff and patient residential areas on healthcare facility land.



Privacy Notice

Personal information collected by Wide Bay Hospital and Health Service (WBHHS) is handled in accordance with the *Information Privacy Act 2009*. All personal information collected will be securely stored and will not be disclosed to other third parties without consent. For information about how WBHHS protects your personal information, or to learn about your right to access your own personal information, please see www.health.qld.gov.au

WBHHS may use applicant details to provide promotional information about job opportunities and organisational updates relating to WBHHS. Applicants can unsubscribe from these communications at any time by emailing: Recruitment-Wide-Bay@health.qld.gov.au

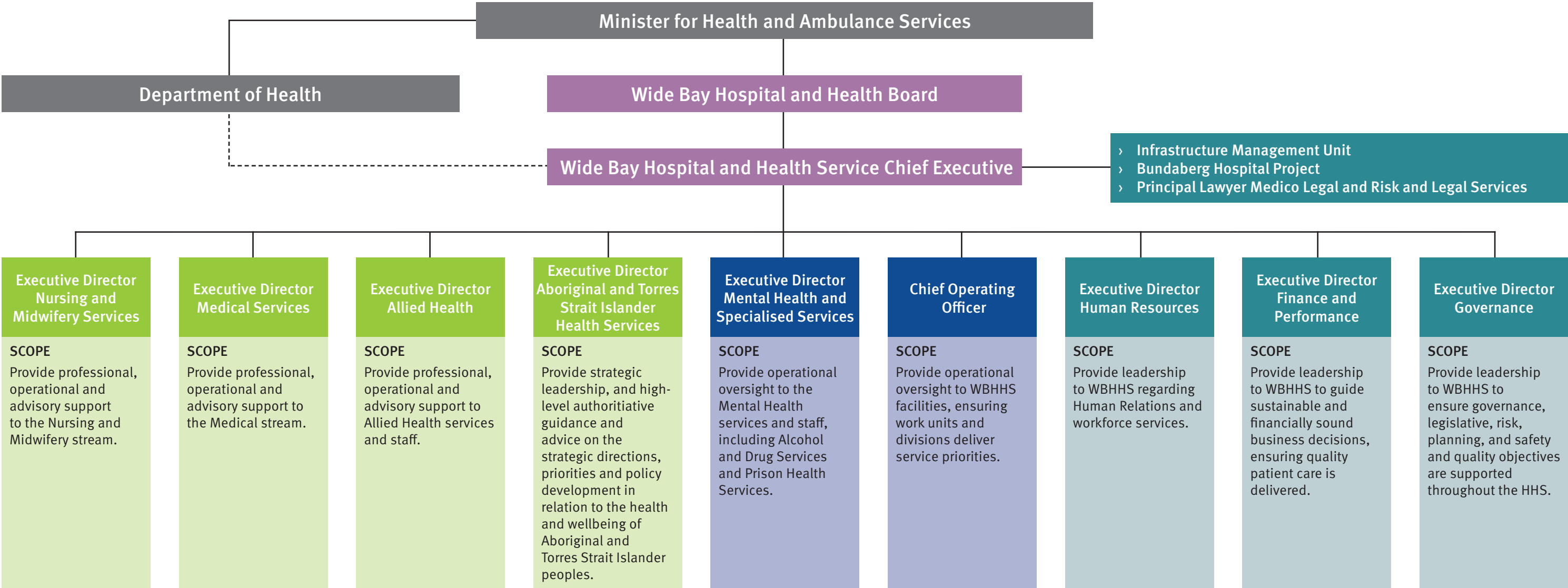
Values in Action – what our values mean for you:

 Collaboration	Team mindset, one service. Be kind and supportive of one another, band together – “have each other’s back”, contribute to a safe learning environment that increases capability and to make recommendations, however small, to improve.
 Accountability	Hold ourselves accountable to higher standards, take personal responsibility, have a “can-do” attitude, strive to exceed expectations. Recognise risks and speak out to ensure safety for all.
 Respect	To treat all as you would wish to be treated yourself, to recognise and value diversity, to actively listen to other’s opinions and to speak with consideration of others in mind.
 Excellence	From appearance to communication, consistently upholding higher levels of professionalism, demonstrating dedication, making a positive difference and striving to be the best in all that we do.
 Through patients’ eyes	Ensuring all that we do is focused on the patient and that we treat everyone equitably, with empathy, compassion and dignity, as you would a loved one.

Vision for the public service

To be a government of the 21st century, one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnership that are all about positive outcomes rather than just service delivery and regulation.

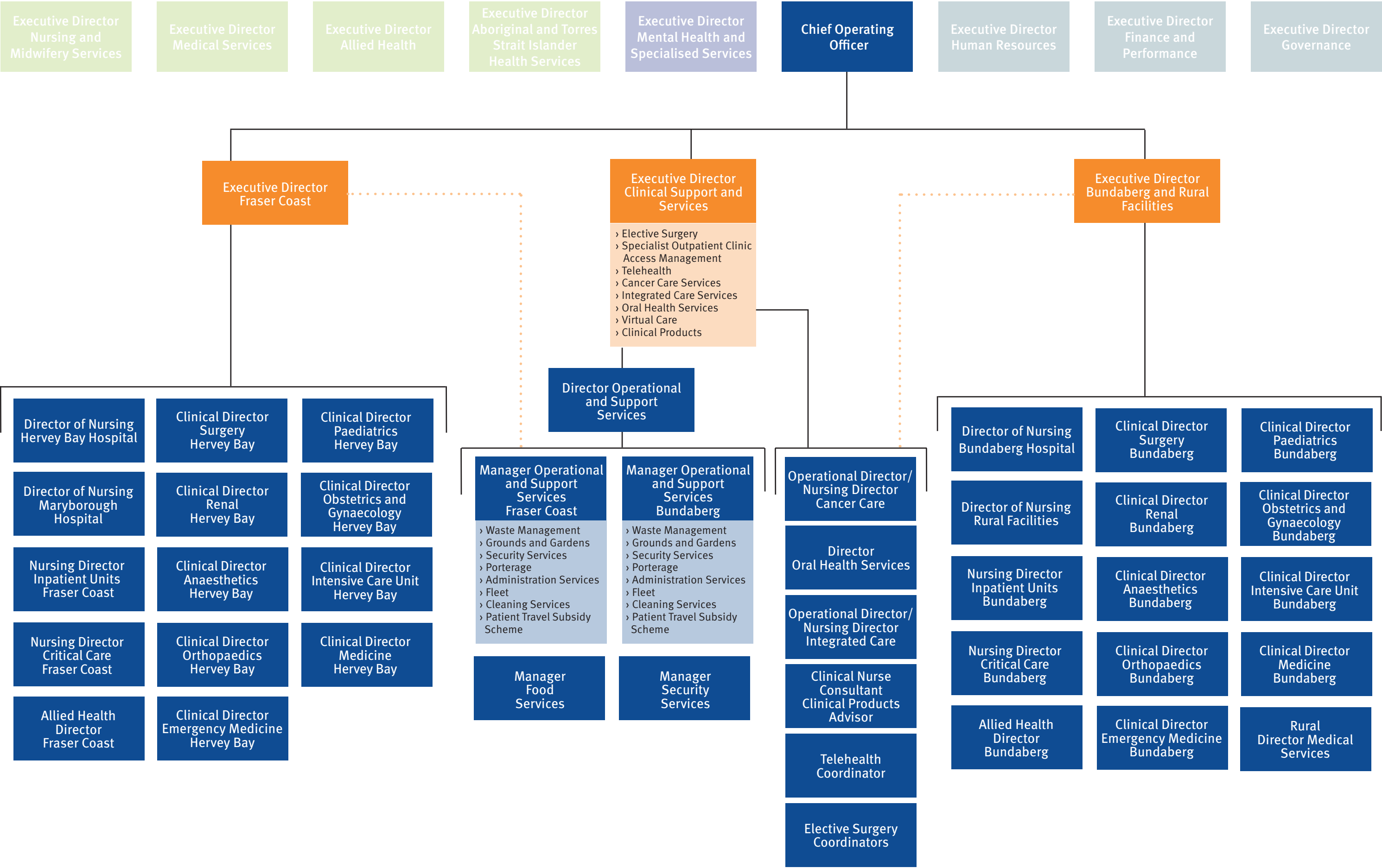
To enable this vision, the Queensland Public Service (QPS) is transforming from a compliance focus to a more values-led way of working. The five values statements underpin behaviour’s that will support and enable better ways of working and result in better outcomes for Queenslanders. <https://www.forgov.qld.gov.au/our-values>



Professional Directorates - Stream Leadership
Executive Directors and other professional leads promote and drive their profession at a strategic level. These roles provide assistance to Managers and Clinicians to promote a culture of high-quality, evidence-based, efficient and safe patient care. Professional leads are also expected to lead sustainability and improvement initiatives.

Clinical Service - Operational Leadership
The Executive Directors, Operational Executives and other clinical leads work in a collaborative manner to provide integrated patient care across the continuum and geography of WBHHS. These roles are supported by the Professional and Support Directorates.

Support Directorates - HHS-wide Leadership
The Support Directorates work in collaboration with the Clinical and Professional areas to support the provision of quality care, every day. The Executive Directors and other staff support WBHHS to promote organisational accountability and systems to support HHS decision making. In particular, the Support Directorates and their respective Executive Directors lead a range of governance, finance and HR/IR functions.



***Note**
The positions of Director Integrated Care and Operational Director Cancer Care can be flexibly filled by individuals from either the Nursing or Allied Health disciplines. These positions would then report professionally to the appropriate Executive - either the Executive Director Nursing and Midwifery Services or the Executive Director Allied Health.
The Manager Operational and Support Services positions are line managed by the Director Operational and Support Services, and also have an operational relationship with the Executive Director Facilities positions.