



NMHS Registered

Executive Director Sir Charles Gairdner Osborne Park Health Care Group

Position Details

Position number: 005827
Classification: Health Executive Grade D – Health Professional
Directorate: Sir Charles Gairdner Osborne Park Health Care Group

Reporting Relationships

This position reports to:

000001	Chief Executive
--------	-----------------

Positions under direct supervision:

Divisional Co-Directors (Medical and Nursing)	MP / SRN	8.0 FTE
Service Director, Osborne Park Hospital	HSO G-12	1.0 FTE
Area Director Clinical Services	HES MP	0.7 FTE
Area Director Nursing and Midwifery Services	HES Grade B	0.8 FTE
Director Safety, Quality & Performance, SCGOPHCG	HSO G-12	1.0 FTE
Director Allied Health, SCGOPHCG	HSO G-12	1.0 FTE
Director Corporate and Support Services, SCGOPHCG	HSO G-13	1.0 FTE
Director Office of the Executive Director, SCGOPHCG	HSO G-10	1.0 FTE

Primary purpose of the role

Responsible for the delivery of high-quality healthcare across the Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG), ensuring achievement of planned activity targets, financial and operational performance objectives, and the highest standards of integrity, probity and governance. Works collaboratively as a member of the North Executive Team to deliver high-quality, efficient and effective health services; develop and apply systems to manage clinical and organisational risk; achieve financial and service delivery outcomes; support teaching, training and research activities; and ensure the effective coordination of health services across the area.



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

- As a member of the NMHS Executive Team, contributes to decision making on whole-of-health issues for the NMHS.
- Actively promotes guides and facilitates the delivery of high-quality hospital and acute care services and high standards of practice and professional services.
- Effectively leads and promotes organisational and cultural change.
- Applies NMHS policies and develops and applies operational policies which guide local service delivery and related activities.
- Ensures appropriate service planning and continuously monitors and evaluates the performance of the relevant areas with a view to continuous improvement.
- Ensures compliance with applicable legislation as it relates to the delivery of NMHS, hospital and acute care services.
- Manages, and is accountable for, budget allocation and position establishment to meet required organisational outcomes and the alignment of resources to the delivery of health service, hospital and acute care services in an activity-based funding/management environment. Responsible for the implementation of appropriate controls and other strategies to achieve required budget outcomes.
- Ensures that the resources of the hospitals within scope are managed and developed to meet service requirements and NMHS outcomes.

2. Communication and Consultation

- Provides the Chief Executive with information, reports and recommendations regarding Clinical operations management and progress on the implementation of SCGOPHCG Clinical Service Plans.
- Initiates and facilitates forums and discussion with the relevant areas to discuss and resolve issues relating to the development and implementation of strategic and operational plans, policies and initiatives as these apply to SCGOPHCG.
- Establishes, develops and maintains strategic and working relationships with internal and external stakeholders to effectively liaise, consult and negotiate with relevant professional, industry and non-government groups.

3. Operational

- Responsible for all clinical services provided under the auspices of the relevant areas. This requires appropriate planning and coordination and the application of area plans, policies and protocols. Services are expected to be coordinated with other providers and integrated to deliver seamless care as far as possible.
- Responsible for the quality of services delivered and the safety of patients, visitors and staff.
- Responsible for ensuring the delivery of health services which are safe and of high quality.
- Responsible for the overall performance of health services within portfolio, particularly in relation to clinical outcomes, financial performance and the achievement of key performance indicators, including emergency access, elective services access and other state and national performance targets.
- Where relevant, is responsible for the operation of teaching programs and vocational training.
- Consistent with the role of the relevant area, this officer will also be responsible for establishing and managing systems, which ensure appropriate support and conduct of research.



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

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

5. NMHS Governance, Safety and Quality Requirements

- Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- Supports the delivery of safe patient 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 Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Work Health and Safety legislation, the Disability Services Act and the Equal Opportunity Act.

6. Other

- Represents the NMHS as required. From time to time the Executive Director may be required to undertake additional duties consistent with training and experience.

7. Undertakes other duties as directed.



Work-Related Requirements

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

Essential Selection Criteria

Role Specific	• Extensive senior experience in managing hospitals and acute health care services. • Knowledge and experience in managing the academic interface with care delivery systems, in undergraduate education, in vocational training and in research. • Proven record in the development and implementation of new strategies in a complex health environment, and a track record of successful service improvements. • Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment and service delivery. • <u>If a Medical Practitioner</u>: eligibility for registration as a Medical Practitioner in Western Australia with relevant specialist medical qualifications or recognised equivalent.
Shapes and Manages Strategy	• Inspires a sense of purpose and action to achieve strategic direction. • Shows forward thinking, judgement, intelligence and common sense. • Directs policy development within a public policy environment. • Directs the implementation of operational reforms. • Harnesses information and opportunities.
Achieves Results and Operational Excellence	• Builds organisational skill and shapes culture. • Steers and implements change and deals with uncertainty. • Delivers intended results. Ensures delivery of high-quality services. • Manages all resources in a constrained environment. • Demonstrates leadership in workforce and succession planning.
Builds Productive Relationships	• Nurtures internal and external relationships. • Facilitates cooperation and partnerships. • Values individual differences and diversity. • Guides, coaches and develops people.
Communicates and Influences Effectively	• Communicates clearly. • Listens, understands and adapts to audience. • Negotiates and advocates persuasively.
Exemplifies Personal Integrity and Self Awareness	• Demonstrates professionalism, probity and accountability. • Ability to work within and promote the values of NMHS. • Exhibits personal commitment to customer service. • Engages with risk.

Desirable Selection Criteria

- Tertiary qualifications in hospital and/or health service management or a relevant field.



Appointment Prerequisites

Appointment is subject to:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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:

Signature/HE:

Date:

Dept./Division Head

Name:

Signature:

Date:

Position Occupant

Name:

Signature:

Date:

