

Role description

Cairns and Hinterland Hospital and Health Service

Role details

Job ad reference	CAH	Classification	HES3L
Role title	Executive Director Strategy, Planning and Infrastructure Services	Contact name	
Status (temp/perm)	Fixed Term Temporary Full Time for three years with the possibility of a two year extension	Contact number	
Directorate	Chief Executive	Closing date	
Hospital and Health Service	Cairns and Hinterland Hospital and Health Service	Salary	(Total remuneration)
Location	Cairns		

Queensland Health's vision

By 2026 Queenslanders will be among the healthiest people in the world.

Our vision

Excellence in healthcare, wellbeing, research, and education in Far North Queensland.

Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: [Cairns and Hinterland Hospital and Health Service Strategic Plan 2023-2027](#)

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service www.health.qld.gov.au/cairns_hinterland



Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



COMPASSION

At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.



ACCOUNTABILITY

At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.



RESPECT

At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.



INTEGRITY

At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.

Health Equity

Cairns and Hinterland Hospital and Health Service affirms its unreserved recognition of Aboriginal peoples and Torres Strait Islanders as First Peoples of this area and has set out its actions and agreed key performance measures to improve First People's health and wellbeing outcomes.

Racism is a key structural determinant of First People's health inequity. Racism is not always conscious, explicit, or readily visible - often it is systemic.

It is expected that all staff contribute to the health equity agenda. Please refer to our [First Peoples Health Equity Strategy](#) for further information.

Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.

- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

Your opportunity

The role of Executive Director Strategy, Planning and Infrastructure reports to the Chief Executive and maintains executive operational oversight of the implementation and ongoing review of service planning, infrastructure planning and major capital programs.

The role is responsible for collaborating with other units within Cairns and Hinterland Hospital and Health Service (CHHHS), Queensland Health and Queensland Government to develop and implement the projects to be integrated with health service planning, applying an endorsed model of care, and operating under a business model that encompasses strategic policy, health service, workforce, information and capital planning. Further, the position is accountable for strategically leading, managing and facilitating the successful delivery of major capital infrastructure projects undertaken by the health service demonstrating high levels of performance and compliance in the project phases.

Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken to ensure high quality, safe services, and workplaces.
- Provide authoritative, expert and strategic advice to the Health Service Chief Executive (HSCE) and Executive Leadership Team in relation to the management and delivery of capital infrastructure projects.
- Lead the development and management of HHS major capital and infrastructure programs and projects, including consultants engaged to ensure that risks are effectively managed, key project milestones are achieved and outputs are in accordance with endorsed plans for time, quality, and cost. The projects may be at any CHHHS site and meetings, and consultation may be required at venues within and external to CHHHS.
- Strategically lead and manage the analysis of major capital and infrastructure projects and sub-project delivery options and viability, including (a) costs; (b) economic projections and project delivery options; (c) environmental, cultural heritage and native title issues; (d) public interest issues; (e) quantification and allocation of risk; (f) industrial relations; (g) health service delivery improvements; (h) private sector interest and other related matters and provide strategic advice/decision making as required.
- Lead the HHS service planning function to assess future demand and align the capacity of functions, processes, and workforce to meet demand in a way that is safe and clinically appropriate for the community.
- Develop strategic partnerships with external parties in line with realising the vision in developing the research and innovation precinct.
- Support the development of business strategy for the organisation, including the definition of short-term and long-term strategic goals, taking into consideration the political environment and its impact on planning.

- Oversee the development and implementation of environmental sustainability opportunities to reduce the carbon footprint of the health service and reduce waste and cost.
- Implement and manage the Health Service accommodation strategy and operational needs using best practice methodology.
- Develop, consult and produce in conjunction with the Executive and Board the 5-year strategic plan for the health service.
- Develop, monitor and report on the operational plan that informs the strategic plan quarterly to the Executive and Board.
- Stay abreast of external environmental impacts to the strategy and planning portfolio including government agendas, inter-agency dependencies and other relevant factors.
- Develop, foster and maintain effective partnerships and relationships with various consultants and contractors to ensure effective and timely delivery of capital building and construction components, specifically ensuring that these components meet their objectives, deliver the projected benefits, maintain their business and clinical services focus and that risks are actively managed.
- Manage the delivery of the project to ensure best practice for the design, construction, and utilisation of the departments-built assets.
- Source and manage suitably qualified and experienced consultants as service providers to the project team and facilitate skills transfer and development of the project team.
- Ensure procurement is managed in accordance with relevant Queensland Government Purchasing Policy and Value for Money Frameworks.
- Ensure that corporate operations and corporate policies and procedure comply with and are implemented in accordance with the relevant legislation and statutory requirements, Queensland standards and guidelines, and Corporate and HHS policies.
- Ensure that project delivery is timely, accurate and responsive to the needs of clients while meeting legislative and government policy requirements.
- Create and manage internal corporate governance structures to resolve service delivery problems and improve performance.
- Lead and manage internal staff and external service providers in line with quality human resource management practices, including performance management and with reference to employment equity, anti-discrimination, occupational health and ethical behaviour.
- Strategically lead the consultation and negotiation processes with clinicians and other stakeholders in the planning and development of new health services in the hospitals and the translation of these services into a building that is fit for purpose.
- Strategically lead and manage the preparation of briefs, reports and advice to the respective project Steering Committee, HSCE, Deputy Director General, Director General and Minister, including the preparation of draft Cabinet submissions and obtaining required Cabinet and departmental approvals, and external approvals as required.
- Provide leadership to ensure effective development of the new hospital projects, through strong collaborative relationships with senior Queensland Health officers, clinical reference groups, universities, medical associations/colleges, and other parts of Government involved in the projects.
- Lead and manage sourcing, analysing and interpreting of data, information and research to inform strategy and health service planning, priority setting to inform the annual purchasing process and working collaboratively with Queensland Health Divisions and Hospital and Health Services.
- Lead and manage the development and presentation of research, analysis, options and recommendations for service planning activities based on international, national and state resources.

- Lead and manage data support to inform service agreement strategy development and negotiation with the Department.
- Lead and manage the process of horizon scanning to enhance organisational strategic intelligence including the systematic gathering, analysing, and dispensing of information. This includes state, national and international trends, emerging issues and developments in policy and health service planning practice and their potential integration into Queensland's health services.
- Lead and manage consultation processes with internal, external and Government stakeholders in the development of state-wide health service plans, strategic and operational plans, service planning guidelines and health service priority setting.
- Provide high level knowledge and advice to the Chief Executive Officer CHHHS on health data.
- Represent the Chief Executive, CHHHS in discussions and negotiations with stakeholders in relation to complex clinical and support services issues relating to sensitive and confidential matters.
- Represent Queensland Health on whole of Government and national committees and forums related to planning and planning data for CHHHS.
- Negotiate high level agreements with internal and external stakeholders and represent the Chief Executive on issues arising from project being managed within the Clinical and Support Services team.
- Lead the development of training to increase the health data, analysis and research capacity and capability across the organisation for future planning.
- Establish and maintain effective relationships with key internal and external stakeholders.
- Lead and manage the effective administration of Queensland Health by adhering to relevant quality management practices, public administration law, departmental policies, human resource management practices and financial management practices.

Mandatory qualifications/Professional registration/Other requirements

- Whilst not mandatory, an advanced degree in a relevant field is highly desirable.
- Thorough knowledge of modern management principles, practices, and methods.
- Considerable knowledge of a university hospital/health and knowledge precinct is desirable.
- Travel to meetings and consultation venues external to CHHHS may be required.
- This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.

Core Role Capabilities

Personal Attributes	Individual behaviours influenced by our values and ethical compass	Leading Organisation Act with Integrity - Display personal commitment to the purpose and philosophy of Cairns and Hinterland Hospital and Health Service and lead by example with ethical and professional behaviour.
Build Relationships	Shape and maximise relationships with colleagues, patients and the community	Leading Organisation Work Collaboratively - Orchestrate cross divisional and external cooperation and

		collaboration while developing creative partnerships to deliver strategies.
Results Focused	Drive with influence successful organisational outcomes	Leading Organisation Deliver Results - Remove barriers to success and sponsor strategies to maximise outcomes, advocating evaluation as quality control to improve performance.
Business Enablers	Boost effective service delivery and champion change management	Leading Organisation Understand Financial Requirements - Advocate strategic management of financial and budgetary compliance and governance, defining direction in consideration of financial indicators and community needs.
Leadership and People Management	Inspire, engage and build our workforce	Leading Organisation Make Sound and Agile Decisions - Make and direct strategic decisions based on our Values, organisational direction and with the purpose of steering a culture of ethical and evidence based creative solutions.

Your application

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

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.

Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time, and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may 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.
- Applicants are required to disclose any pre-existing illness or injury which may impact on their ability to perform the role as per [section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious discipline history taken against them.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. Most of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide.
- VPD evidence form – Doctor.
- VPD evidence form – Self.

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- 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.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).

Organisational Chart

Updated March 2024

