

Role Description

Executive Director - Women's and Newborn Services

Job ad reference:			
Location*:	Herston	Unit/Department:	Women's and Newborn Services
Status:	Executive contract or Senior Medical Officer (SMO): Fixed-term temporary full time for 3 years with possibility of extension for an additional 2 years.	Classification:	SMO: L18 to L24 and L25 to L27
Estimated Total Remuneration Package:	<p>\$424,290 - \$447,015 Per annum (L25-L27) plus \$33,660 per annum Clinical Managers Allowance (CM7) (Full time equivalent) (SMO)</p> <p>\$357,998 - \$408,969 Per annum (L18-L24) plus \$33,660 per annum Clinical Managers Allowance (CM7) (Full time equivalent) (SMO)</p>	Closing Date:	
Contact name:	Contact number:		
Online applications:			

* Please note: there may be a requirement to work at other facilities located across Metro North Health.

**Future recurring vacancies may also be filled through this recruitment process at any location across Metro North Health.

***Applications from third parties will not be accepted.

Purpose of the role

- The Executive Director, Women's and Newborn Services holds a key executive leadership role in the Royal Brisbane and Women's Hospital and functions as the single point of accountability for the Service Line's leadership and management in the delivery of safe and quality care within available resources.
- 5000 births annually, as well as the delivery of services within the Obstetrics and Gynaecology Service, Obstetric Medicine, the Grantley Stable Neonatal Unit, the Neonatal Retrieval Service (NeoRESQ), and subspecialties such as Gynae-oncology, and Maternal Foetal Medicine. These clinical services also support a variety of research programs, including the Perinatal Research Centre.
- The Executive Director is the single point of accountability for ensuring that the Service Line strives to deliver on the Royal Brisbane and Women's Hospital vision to be a world class academic tertiary and quaternary Health Centre, underpinned by an expanding research program, and commitment to innovation and best practice in clinical education and training.

Context and Delegations

- This role reports directly to the Executive Director Royal Brisbane and Women's Hospital and supervises approximately 593 FTE.
- For an SMO appointed to the role: This role has a professional reporting line to the Chief Medical Officer and Director of Medical Services, Royal Brisbane and Women's Hospital.
- This role has accountability for managing a budget of approximately \$120M.

- This role will work directly with the RBWH Executive team, Nursing and Midwifery Director (Women's Newborn Services), Business Manager and Clinical Directors.
- Finance Delegations as per band 5.
- HR Delegations as per band 6.

Key Accountabilities

This successful applicant will carry out the following key accountabilities in accordance with the Metro North Health's values:

- The Executive Director reports directly to the Executive Director, RBWH. It is expected that this partnership will support the Executive Director's achievement of performance expectations and outcomes.
- In this capacity, they are responsible for ensuring that the full range of services provided by Women's and Newborn Services is of a high quality, where safety and effective care is at the forefront of clinical practice.
- The Executive Director is responsible for the governance, leadership and culture of Women's and Newborn Services. This requires them to establish and monitor systems which provide feedback about standards of performance to ensure that they are fully informed in relation to key areas of risk and opportunities to achieve best practice performance.
- The Executive Director is required to diagnose and address complex management problems which could impact on clinical outcomes, budget integrity, activity targets and achievement of related Service Line goals including:
 - A need to transform the delivery of services to response to increasing demand for services, finite resource availability, and consultation with key consumer representatives and groups.
 - Capacity to identify and deliver new and expanding models of care.
 - Maximise opportunities for Women's and Newborn Services through partnerships with the Surgical, Treatment and Rehabilitation Service (STARS) and other relevant services.
 - The need to foster research opportunities and actively promote the embedding of education and research in the foundation of organisational performance.
 - The need to establish strong clinical and business governance which promote a commitment to evidence based and transparent decision-making, accountability of performance and the optimal use of resources to deliver quality health outcomes.
 - The need to pro-actively embrace the opportunities presented by significant investment in health infrastructure within the region.
 - Significant workforce challenges associated with a contracting labour market pool and the impact of new models of care.
 - Achievement of financial integrity in an environment of significant demand and service growth
 - Increased consumer and community participation in the planning, delivery and evaluation of services, and
 - A need to ensure ongoing professional development opportunities present for all staff within the Service Line
- Consistent with Women's and Newborn Services adoption of a corporate organisational structure, the Executive Director is responsible for ensuring that services are planned and delivered in a manner which supports coordination of care across the continuum, and which recognises the interdependency of service provision with other Service Lines, other Metro North and state-wide health facilities, and relevant stakeholders.
- As an executive member of the Facility, the Executive Director is also required to identify with, and respond to facility-wide issues in a way which constructively recognises the interdependency of Service Lines, and the critical importance of a coherent organisational focus and shared vision.
- The Executive Director is required to establish an appropriate governance structure within Women's and Newborn Services which promotes the principles of effective consultation, accountability for performance, management of risk and continuous improvement in patient centered care. The Women's and Newborn Services leadership team consists of Departmental Clinical Directors (medical), Nursing and Midwifery Director, Business Manager, and Manager Administration Services.
- The Executive Director will lead a collaborative approach to decision making in order to manage, maintain and grow Women's and Newborn Services. Where relevant, continuation of any clinical load will be encouraged and supported in negotiation with the Executive Director, RBWH.
- The Executive Director is expected to lead and engage in Facility, District and state-wide strategic and operational initiatives. These activities may be in addition to and unrelated to their service line responsibilities.

About Metro North Health

Delivering outstanding health services is just one of the ways that we care for our community. Our passion for people is reflected in the way we do our work and live our values every day. We value and nurture our team members so they can provide quality value based care to our patients across our diverse organisation. Our focus on Value Based Healthcare means we expect our staff to deliver the care the patient needs, no more and no less, to achieve the best quality of life for our community. This passion fuels our collaborative culture of innovation and research.

We embrace the diversity of local and greater communities as we provide services to people throughout Queensland, northern New South Wales and the Northern Territory, in all major health specialities including medicine, surgery, mental health, cancer care, trauma, women's and newborn care, and more than 30 sub-specialities. Metro North Health services include rural, regional and tertiary hospitals, and community and oral health services.

Our diverse Health Service provides a wide variety of rewarding career paths across our tertiary/quaternary referral hospitals, secondary hospitals, community health centres, residential and extended care facilities and regional community hospitals. We expect our staff and volunteers to translate our values into action through providing high quality connected care that is relevant, efficient and respectful of our patients' needs and wishes. Our people are passionate about our community and patients, with a focus on putting people first. Come and work where people are at the centre of everything we do and your contribution is truly valued.

Health Equity and Racism



Metro North Health has set out its actions and agreed key performance measures to improve Aboriginal and Torres Strait Islander people's health and wellbeing outcomes.

Racism is a key structural determinant of Aboriginal and Torres Strait Islander people's health inequity. Racism is not always conscious, explicit, or readily visible - often it is systemic. Systemic or institutional racism are forms of racism that are widely and deeply embedded in systems, laws, written or unwritten policies and well-established practices and beliefs that produce, condone, and perpetuate widespread unfair treatment, causing and/or contributing to inherited disadvantage.

It is expected that all Metro North Health staff, including the incumbent of this role as a valuable member of the Metro North workforce, contribute to the health equity agenda and meet the intent of supporting the defined six actions that specifically meet the needs of Aboriginal and Torres Strait Islander people within the National Safety and Quality Health Service Standards (NSQHS), by actively supporting the elimination of racial discrimination and institutional racism; supporting increased access to health care; influencing the social, cultural and economic determinants of health; supporting the delivery of sustainable, culturally safe and responsive health services; and recognise the importance of working with Aboriginal and Torres Strait Islander peoples, communities and organisations to design, deliver, monitor and review the health and support services we provide.

Please visit our website for additional information about Metro North Health. <http://metronorth.health.qld.gov.au/>

Our Vision

Excellent healthcare, working together, strong and healthy communities.

Metro North Health Values and their corresponding Lominger™ competencies:



Respect



Teamwork



Compassion



High performance



Integrity

• Interpersonal savvy	• Collaborates	• Customer / patient focus	• Cultivates innovation	• Decision quality
• Manages conflict	• Develops talent	• Demonstrates self-awareness	• Action oriented	• Ensures accountability
• Communicates effectively	• Values differences	• Manages ambiguity	• Drives results	• Courage
• Balances stakeholders	• Builds effective teams	• Being resilient	• Drives vision and purpose	• Manages complexity

How you will be assessed

- **Respect** – demonstrates interpersonal savvy, manages conflict appropriately, communicates effectively and balances the needs of all stakeholders with utmost respect to all people at all times.
- **Teamwork** – collaborates effectively, develops talent, values difference and builds effective teams to bring about best use of resources to deliver healthcare services.
- **Compassion** – is patient / client focussed, demonstrates self-awareness and the effects of behaviour on others, deals with or manages ambiguity and complexity, demonstrates resilience in the delivery of patient services or support in the delivery of services to patients.
- **High Performance** – cultivates innovation, is action oriented, drives results and supports Metro North Health's vision and purpose to exceed expectations of our patients and stakeholders.
- **Integrity** – demonstrates sound decision quality, ensures accountability, demonstrates courage in the face of adversity and works effectively / manages complexity to ensure work output and decisions are ethical and invariably of a high standard.

Professional Capability

- Professional standards: creates and sustains professional standards of excellence in service delivery and patient care.
- Drive for results: A strong commitment to making service performance improvements and a determination to achieve positive service outcomes.

Research Capability

- Research culture: creates and sustains a culture of world class research and innovation.
- Collaborative research: leads a department which supports integrated research across professional disciplines.

Leadership Capability

- Self-awareness: knowing your own strengths and limitations and understanding your own emotions and the impact of your behaviour on others in diverse situations.
- Holding to account: the strength of resolve to hold others to account for agreed targets and to be held accountable for delivering a high level of service.
- Effective and strategic influencing: being able and prepared to adopt a number of ways to gain support and influence diverse parties, with the aim of securing health improvements.

Management Capability

- Communication: adopt appropriate strategies to gain support and influence others; communicate effectively in the public domain and with senior boards and external stakeholders.
- Business planning: create strategic plans that meet hospital and whole of government priorities and position the hospital to meet future challenges.
- Financial management: develop, interpret, monitor and analyse trend data in organisational financial and establishment reports; forecast, monitor and manage revenue and expenditure; develop strategic procurement plans; ensure the organisation has the health infrastructure to meet demand in growth areas.

Mandatory requirements for a Medical Practitioner undertaking this role:

- Appointment to this position requires proof of appropriate registration with the Medical Board of Australia. Certified copies of relevant registration must be to the appropriate supervisor/manager prior to the commencement of clinical duties.
- A primary degree (Bachelor of Medicine/Bachelor of Surgery or equivalent) allowing registration with the Medical Board of Australia is required.
- Fellowship of the Royal Australasian College of Physicians (FRACP), Paediatric and Child health, Neonatal and perinatal medicine, Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists, Fellowship of the Royal Australasian College of Medical Administrators, or equivalent and applicable Specialist registration with the Medical Board of Australia.
- The successful applicant must have Scope of Clinical Practice (SoCP) required for the role awarded by a Metro North Health Medical Credentialing and SoCP committee. Information presented for application will be presented to the committee during the selection process, and all appointments are subject to maintenance of SoCP within the CSCF for the facilities in which clinical work is to be undertaken. This process must be completed prior to commencement.
- Disclosure of Serious Disciplinary History: Under the Public Sector Act 2022, applicants are required to disclose any previous serious disciplinary action taken against them.
- While not mandatory, the following is well regarded:
 - Post graduate qualification encompassing advanced management and leadership skills.
 - It is requirement of the position to participate in on call rostering where appropriate and necessary.
 - 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 (Health Employment Directive No. 01/16):
 - Measles, mumps, rubella (MMR)
 - Hepatitis B
 - Varicella (chicken pox)
 - Tuberculosis
 - Pertussis (whooping cough)

How to apply

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

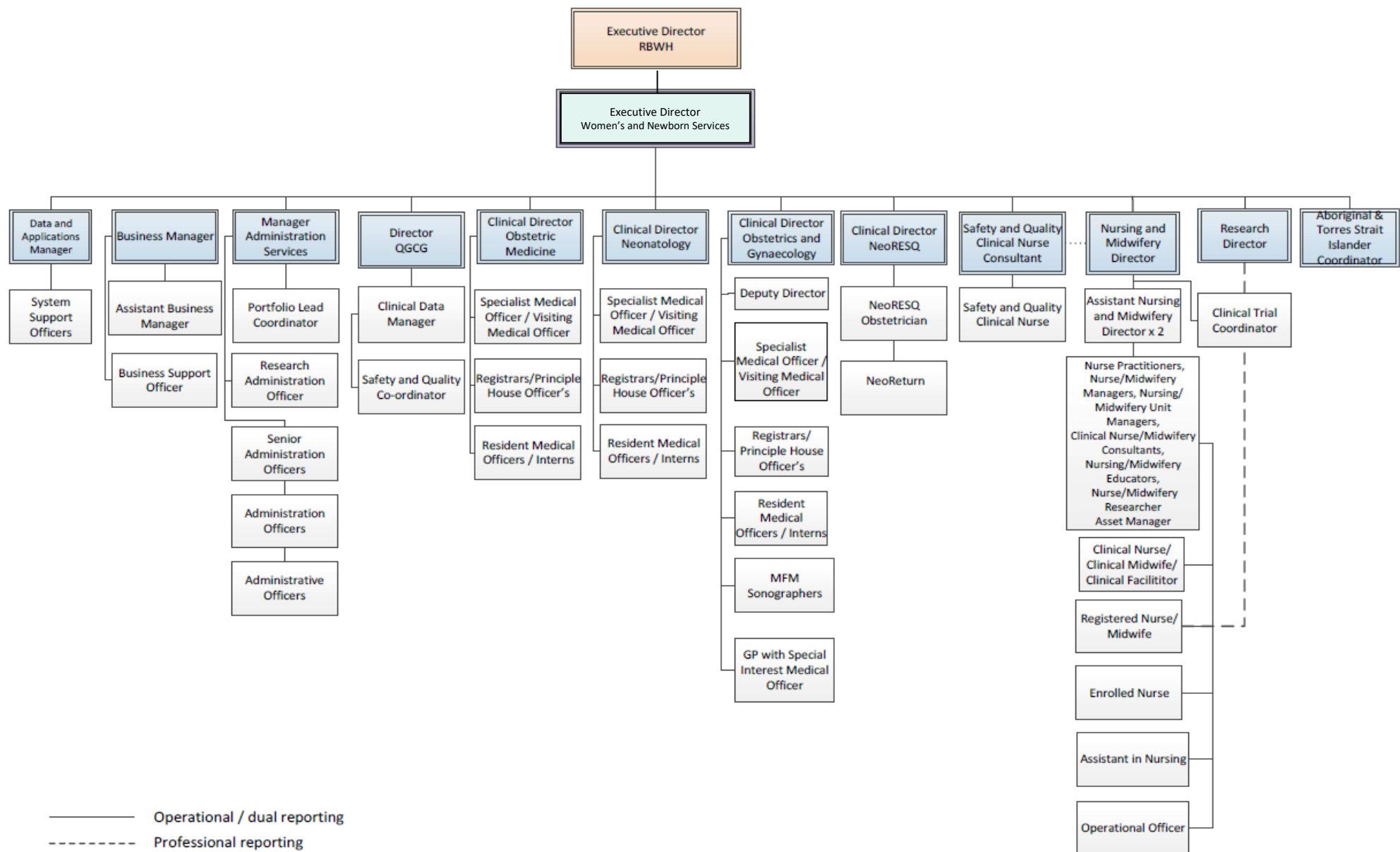
1. **A short statement (maximum 2 pages)** - Formulate your response to the dot points listed under “*How you will be Assessed*” within the context of the “*Key Accountabilities*”.
2. **Your current CV or Resume, including two (2) referees.** You must seek approval prior to nominating a person as a referee. Referees should have 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 CV or Resume.

Please note a higher standard of pre-employment check for DSO level and equivalent or above is required through the provision of two referees who are not members of the selection panel. You will still be able to provide references from panel members where relevant, for example, a current line manager, however this would be in addition to the provision of two non-panel members.

Instructions on how to apply:

- Submit your application online at www.smartjobs.qld.gov.au by the closing date.
- Please note that hand delivered applications will not be accepted.
- Only those persons eligible to work in Australia may be employed by Metro North Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact officer.

Team Structure



Diversity and Inclusion

We are committed to providing a diverse and inclusive workplace for our people and our community. We encourage people of all genders, races, ages and abilities to apply for roles within Metro North Health and strive to ensure that our workplace is free from all forms of discrimination and harassment.

As an Equal Employment Opportunity (EEO) employer we ensure that our selection processes and employment decisions are undertaken in a non-discriminatory way and are consistent with the requirements of the Anti-Discrimination Act 1991. If there are any reasons that you may have challenges with the recruitment process, please let us know when we contact you.

Work Health and Safety

We are committed to *Putting People First* to provide better healthcare. This commitment includes a dedicated *People Focussed Safety* culture.

This culture commits to the health, safety and wellbeing of staff, volunteers and other persons, through the provision of a dynamic and comprehensive Health and Safety Management System (HSMS). The HSMS provides for proactive safety initiatives, early injury management practices with a strong focus on a safe and durable return to work.

The provision of a Health and Safety environment within Metro North Health is everyone's responsibility.

Safety and Quality

Relevant to the position, staff participate in the ongoing education, implementation, monitoring and evaluation of safety and quality initiatives relevant to The National Safety and Quality Health Services Standards 2nd Edition and the Australian Council on Healthcare Standards (ACHS).

Vaccine Preventable Diseases (VPD) Requirements ([Health Employment Directive No. 01/16](#))

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)
- Pertussis (whooping cough)
- Hepatitis B

Further vaccinations may be required due to particular risks for a role; examples include:

- Hepatitis A – Workers in regular contact with untreated sewerage
- Q Fever – Research or Laboratory staff regularly handling specimens

All new employees who will be working in clinical areas must be assessed for their risk of tuberculosis and screening undertaken if required.

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 Health Service to another Health Service, Department of Health (DoH) to a Health Service, or Health Service to DoH).

Additional Information

- Applications will remain current for 12 months or for the duration of the vacancy.
- Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- 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.
- 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. Roles providing services to National Disability Insurance Scheme (NDIS) participants require an NDIS worker screening check.
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role.
- 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:
<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>
- Employees who are 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
<https://www.health.qld.gov.au/system-governance/policies-standards/doh-policy/policy/qh-pol-197.pdf>
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth 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 Child Safety Services, Department of Communities.

Metro North Health Executive Structure

