

## Position description

<b>Position title:</b>	Executive Director Primary Health
<b>Job reference no:</b>	25243
<b>Salary:</b>	As per qualifications and experience
<b>Classification:</b>	Grade 8 (HS8)
<b>Award:</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
<b>Hours:</b>	76 hours per fortnight (or 80 hours per fortnight with an ADO every 4 weeks)
<b>Position tenure:</b>	Permanent Ongoing
<b>Remuneration benefits:</b>	<ul style="list-style-type: none"> <li>- 9.5% Superannuation</li> <li>- Salary Packaging (including novated leasing options)</li> <li>- Motor Vehicle</li> <li>- Mobile Phone and Laptop</li> </ul>
<b>Reports to:</b>	Chief Executive Officer
<b>Program:</b>	Primary Health
<b>Contact person:</b>	Anne Coxall, Senior Manager, People Learning and Culture on (03) 5136 5304
<b>Application closing date:</b>	Sunday 10 November 2019

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Our operations already provide jobs and careers for more than 1,000 medical, dental, nursing, allied health, counselling and social work, disability services and corporate professionals across 40 communities – and our continued growth will only create more experiences and opportunities for you.

Your capabilities will be pushed and developed, providing constant intellectual stimulation, professional learning and personal growth. You will also be challenged as the demands of the organisation evolve.

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

As an executive member of staff the Executive Director Primary Health provides leadership within the organisation, contributes to overall strategic planning and organisational decision making and is responsible for the management and delivery of high quality and efficient Primary Health services.

The role is responsible for achieving all aspects relating to the strategic development and delivery and management of various integrated Primary Health services including GP, Allied Health and Nursing; Specialist services; Dental services; and Gateway services.

Services are delivered within Gippsland and across Australia.

LCCHS is lead agency for consortia responsible for service and project delivery within and beyond Gippsland. The Executive Director Primary Health is responsible for the management of stakeholder relations, funds and performance to satisfy the terms of funding and service agreements and needs of clients that relate to the Primary Health Directorate.

The role will also include but not be restricted to the key objectives, duties and responsibilities as listed below.

### ***Key objectives, duties and responsibilities***

#### ***Managing Strategy***

1. Analyse data on community and client health needs to inform service development. Develop services that meet client and funding requirements.
2. Contribute to LCCHS strategic thinking and planning.
3. Lead and deliver service development according to the strategic plan.
4. Report and deliver against strategic KPIs.
5. Maintain and apply knowledge of sector, policy and service developments and changes.

#### ***Managing Business***

1. Actively and constructively contribute to the work of the LCCHS Executive Group.
2. Achieve and maintain Funding and Service Agreements for programs in the Directorate.
3. Develop and achieve annual directorate business plan and budget.
4. Build and develop the business according to the strategic plan.
5. Achieve directorate KPIs.
6. Prepare submissions and business cases for internal and external funding.
7. Deliver services that are high quality, cost effective and meet the needs of PHD clients.

#### ***Managing Partnerships and Relationships***

1. Develop and maintain good working relationships between LCCHS, funders, services, groups, clients and sectors.
2. Participate in local, regional State-wide and national networks of strategic relevance as required.
3. Build and maintain productive business relationships and participate in business networks that add value to LCCHS endeavours.

4. Positively represent and promote LCHS at every opportunity and participate in marketing and promotional activities including media communications, and presentation at conferences community events etc.

#### ***Managing Staff***

1. Recruit suitable staff for service delivery.
2. Lead and manage staff activities and performance to productively achieve LCHS' vision and mission and service delivery targets.
3. Ensure that staff undertake training and professional development that is relevant to their responsibilities and applied appropriately.
4. Ensure that PHD has a strong workforce plan.
5. Contribute to the planning and coordination of professional and workforce development activities for program staff.
6. Manage directorate staff disputes, non-performance, complaints and grievances.
7. Ensure staff work within a safe environment and contribute to LCHS OH&S obligations.
8. Manage organisational wide portfolio areas as required.

#### ***Managing Risk***

1. Contribute to the development, application and maintenance of LCHS Risk Management Framework.
2. Apply the framework to identifying, evaluating and appropriately managing risk exposure for Aged and Community Care services.
3. Ensure that PHD complies with relevant legislative, regulatory, accreditation and contractual requirements.

#### ***Reporting***

1. Prepare regular reports as required by the CEO/Board.
2. Prepare and respond to funding source reporting requirements.
3. Provide information to Managers as required to adequately perform their job.
4. Contribute to annual and ongoing compliance reports according to the Executive Calendar of Functions & Obligations.

#### ***Professional Development***

Undertake further training and development to enhance performance.

#### **Selection criteria:**

Applicants must address the selection criteria for consideration.

1. Demonstrated experience in working at a senior management level and positively contributing to strategic thinking and planning.
2. Demonstrated leadership skills.
3. High level interpersonal skills.
4. Experience in planning, developing and delivering health and community services within a multi- disciplinary setting.
5. Sound understanding of relevant government policies and Australian health and community care system.

6. Experience in managing a range of funding streams.
7. Experience in the preparation of submissions and tenders and building new business.
8. Experience in developing and achieving budgets and meeting service delivery targets.

**Job requirements:**

Applicants must meet the following job requirements:

**Mandatory:**

1. Relevant tertiary qualification.
2. Experience in managing large scale programs within a community and/or human services setting.
3. Current Drivers Licence.

**Desirable:**

1. Post graduate qualification in leadership and/or management.
2. High level experience in primary health services.

**Other requirements:**

4. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
5. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
6. Prior to appointment, credentialing documentation must be completed and verified.
7. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
8. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

<b>Approved (Job title):</b>	Chief Executive Officer
<b>Date:</b>	22 October 2019

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:     /     /