

## POSITION DESCRIPTION

<b>Position:</b>	Director – Rural Imaging Australia
<b>Directorate</b>	Finance, Infrastructure and Partnerships
<b>Division:</b>	Rural Imaging Australia
<b>Business Unit:</b>	Rural Imaging Australia
<b>Enterprise Agreement</b>	Health and Allied Health Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Reports to:</b>	Executive Director – Finance, Infrastructure and Partnerships



### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

### VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 5** of this document.

### INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

## STRATEGIC OBJECTIVES

Our purpose is to improve lives by delivering contemporary rural and regional health.

### **Leveraging our Strengths**

- A shared commitment to governance, compliance and risk
- Leverage technology to create quality outcomes and efficiencies
- Foster a continuous improvement
- Focus on Sustainability & Resilience
- Prioritise safety and wellbeing

### **Consistency in Service Delivery**

- Enhance patient experience and trust
- Deliver a consistent and high quality service
- Allocate resources that support improved outcomes
- Deliver what we commit to
- Drive an outcome orientated service based on data and evidence

### **Purposeful Collaborations**

- Activate partnerships to expand opportunities and achieve common goals
- Listening and connecting with Consumers and Community
- Enhance access to localised pathways through partnerships
- Commitment to the Mallee Sub-network through Health Service Reform
- Deliver care closer to home /country

### **Progressive Rural & Regional Health Services**

- Build research capability and academic excellence
- Grow and maintain our own skilled and capable workforce
- Commitment to innovation and growth that addresses our rural and regional community requirements
- Explore alternate models of service / care for rural and regional health service
- Advocate for sustainable health services for our communities

## POSITION SUMMARY

The Director – Rural Imaging Australia (RIA) is responsible for the strategic leadership, governance, hands-on operational delivery of Rural Imaging Australia as a mobile, multi-service screening and outreach health program.

The role provides end-to-end leadership of the RIA service model, combining strategic oversight with active involvement in the day-to-day planning, coordination and delivery of services. This includes operational delivery, financial management, stakeholder engagement, compliance, clinical-service interface, partnership development, community reach and long-term sustainability.

The Director is accountable for ensuring the safe, efficient and effective delivery of mobile screening services across metropolitan, regional and remote communities, while driving strategic development and service expansion in line with organisational priorities and community need.

The role retains a high level of operational involvement including workforce coordination, truck deployment, site readiness, supplier and contract management, risk management, community engagement, reporting and continuous improvement ensuring both operational and strategic support to Rural Imaging Australia.

## KEY RESPONSIBILITIES AND DUTIES

### 1. KEY RESPONSIBILITIES

#### **Strategic Leadership and Service Development**

- Provide strategic leadership for Rural Imaging Australia and oversee the ongoing development of the service as a major outreach health initiative.
- Establish and implement the strategic direction, service priorities and operational objectives for RIA.
- Lead the development, implementation and review of annual business plans, operational plans and service growth strategies.
- Identify priority communities, unmet needs, partnership opportunities and future service expansion opportunities.
- Ensure RIA remains responsive to community need, organisational objectives and emerging health priorities.
- Drive innovation, service redesign and continuous improvement to strengthen service reach, participation, effectiveness and sustainability.

### **Operational Oversight and Service Delivery**

- Maintain direct involvement in the end-to-end delivery of the mobile screening services and associated outreach activities.
- Oversee and actively coordinate service schedules, logistics, route planning, site access, setup and pack-down arrangements, travel coordination and operational readiness.
- Ensure the screening truck and associated services are planned, deployed and operated safely, efficiently and professionally.
- Ensure all required resources, staff, equipment, systems and documentation are in place for service delivery.
- Take a lead role in resolving day-to-day operational issues, ensuring continuity of service and timely response to disruptions.
- Maintain visibility and involvement in service delivery to ensure operational effectiveness and quality outcomes.
- Monitor service performance and resolve operational barriers affecting access, continuity or quality.

### **Governance, Compliance and Risk Management**

- Ensure RIA operates in accordance with all legislative, regulatory, contractual and organisational requirements.
- Oversee governance systems, operational policies, procedures, SOPs, registers and reporting frameworks for the service.
- Ensure compliance with workplace health and safety, transport and operational safety requirements, privacy obligations, risk management frameworks, infection prevention and control requirements, and other relevant standards.
- Lead identification, assessment and mitigation of strategic and operational risks associated with mobile service delivery.
- Ensure incidents, hazards, service disruptions and compliance issues are appropriately escalated, investigated and actioned.

### **Financial Management and Sustainability**

- Lead the development and management of annual budgets, forecasts and financial plans for RIA.
- Monitor financial performance, expenditure, cost drivers and funding utilisation.
- Ensure sound financial management across staffing, logistics, maintenance, procurement, servicing, contracts, consumables and outreach activities.
- Provide financial analysis, reporting and recommendations to Executive leadership and relevant governance groups.
- Identify opportunities for financial sustainability, cost optimisation, funding growth and value-for-money service delivery.

### **Leadership and Workforce Management**

- Provide hands-on leadership and direction to staff involved in RIA operations and service delivery including drivers and clinical staff
- Provide day-to-day operational direction and support to staff including drivers, clinical staff and contractors.
- Maintain direct oversight of rostering and workforce coordination, ensuring appropriate coverage and operational readiness.
- Ensure staff, drivers, contractors and service providers are appropriately inducted, trained, competent and supported.

- Promote a culture of safety, professionalism, accountability, collaboration and continuous improvement.
- Build leadership capability across the service and support clear operational and performance expectations.
- Support performance management and provide guidance in relation to day-to-day operational matters.

#### **Screening Truck, Equipment and Asset Oversight**

- Maintain direct responsibility for the operational readiness of the screening truck, ensuring it is prepared, complaint and fit for deployment at all times.
- Ensure timely resolution of maintenance, servicing or operational issues that may impact service delivery
- Ensure servicing, inspections, registrations, repairs, maintenance and defect management processes are in place and effective.
- Maintain oversight of service assets, equipment functionality, operational readiness and lifecycle planning.
- Work with internal teams and external providers to resolve technical or operational issues affecting service delivery.

#### **Site Planning and Community Deployment**

- Oversee, assess and approve sites for service delivery.
- Ensure site planning considers accessibility, safety, infrastructure, patient flow, environmental factors, parking, power and local community requirements.
- Ensure each site is appropriately prepared to support safe, efficient and high-quality service delivery.
- Oversee contingency planning for adverse site conditions, changes to local access or service disruptions.

#### **Stakeholder Engagement and Partnerships**

- Build and maintain strong relationships with health services, community organisations, local councils, government representatives, suppliers, contractors, event organisers and other key stakeholders.
- Represent Rural Imaging Australia in stakeholder meetings, community forums, partnership discussions and service planning activities.
- Lead or support negotiations regarding service locations, local partnerships, outreach opportunities, operational requirements and service delivery arrangements.
- Foster collaborative partnerships that improve access, participation and service impact.

#### **Community Engagement, Promotion and Program Visibility**

- Lead and support strategies that promote awareness, accessibility and uptake of Rural Imaging Australia services.
- Work with internal teams, the Foundation and external stakeholders to support marketing, communications and community engagement activities.
- Ensure local communities and service partners are appropriately engaged before and during site visits.
- Support initiatives that strengthen the visibility, credibility and impact of the RIA brand and service offering.

#### **Contract, Supplier and Procurement Oversight**

- Oversee and manage contracts, service agreements, procurement activities and supplier relationships relevant to RIA operations.

- Ensure contractors and suppliers deliver to required standards of quality, responsiveness, compliance and value for money.
- Support contract development, performance review, renewal and service improvement discussions.
- Ensure procurement and contract management activities align with policy, budget and probity requirements.

#### **Clinical Service Interface and Service Quality**

- Work closely with clinical leaders and service partners to ensure operational delivery aligns with clinical standards, patient care requirements and quality expectations.
- Support integration between operational and clinical components of the service model.
- Address issues that may affect patient experience, privacy, accessibility, service quality or continuity.
- Ensure service delivery supports safe, respectful and community-centred care.

#### **Reporting, Performance Monitoring and Continuous Improvement**

- Develop and oversee reporting systems that track operational, financial, compliance and service performance.
- Prepare reports, briefings, updates and recommendations for executives, boards, committees and funding stakeholders as required.
- Monitor service reach, participation, utilisation, compliance, budget performance, stakeholder feedback and community outcomes.
- Use data, feedback and lessons learned to improve systems, workflows, service models and operational performance.

## **2. KEY RELATIONSHIPS**

#### **Internal**

- Chief Executive Officer / Executive Sponsor
- Executive leadership team
- Clinical leaders and screening staff
- Operations and support staff
- Foundation staff
- Finance, procurement, ICT, engineering and maintenance teams
- Quality, risk and governance teams
- External

#### **Community Organisations**

- Healthcare providers and referral partners
- Local councils and local community representatives
- Government agencies and funding bodies
- Suppliers, contractors and service providers
- Event organisers and site contacts
- Strategic and community partners

## **3. ACCOUNTABILITY AND DECISION-MAKING**

The Director – Rural Imaging Australia is accountable for:

- strategic and operational leadership of Rural Imaging Australia
- achievement of service objectives and annual operational plans

- financial management and sustainability of the program
- oversight of service delivery, workforce coordination and operational readiness
- governance, compliance and risk management
- stakeholder engagement and partnership development
- contract, supplier and asset oversight
- service development, growth and continuous improvement

The role exercises a high degree of autonomy and judgement within approved delegations and is expected to provide authoritative advice and recommendations on strategic, operational and service delivery matters.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

### Essential

- Demonstrated senior leadership experience in operations, service delivery, healthcare, infrastructure, outreach services or a related complex environment.
- Proven experience leading strategic and operational planning, including annual business plans, service plans and delivery frameworks.
- Demonstrated experience in budget development, financial oversight, resource allocation and operational sustainability.
- Experience leading multi-site, field-based, outreach or community-facing services.
- Demonstrated ability to lead staff, contractors and service providers in a complex service environment.
- Strong knowledge of governance, compliance, workplace health and safety, risk management and operational systems.
- Demonstrated experience in stakeholder engagement, partnership development and negotiation.
- Strong communication, leadership, organisational and decision-making skills.
- Experience in reporting to executive leadership, boards or governance bodies.
- Current driver licence.
- Capacity to travel regularly in support of service delivery and stakeholder engagement.

#### **Desirable**

- Experience in mobile health, screening services, regional and remote health service delivery or community outreach programs.
- Experience in program development, service expansion or establishing new service models.
- Knowledge of fleet, transport logistics, mobile infrastructure or field operations.
- Relevant tertiary qualifications in management, health administration, business, project management, public health or related discipline.

#### **4. KEY CAPABILITIES**

- Strategic leadership
- Operational and service management
- Financial and commercial acumen
- Governance and risk oversight
- Partnership and stakeholder engagement
- Workforce leadership
- Program development
- Community and consumer focus
- Contract and supplier management
- Continuous improvement

#### **5. PERFORMANCE INDICATORS**

##### **Success in this role will be demonstrated by:**

- achievement of RIA strategic and operational objectives
- safe, efficient and reliable delivery of mobile screening services
- effective budget management and financial sustainability
- high levels of operational, vehicle and service readiness
- strong governance, compliance and risk performance
- positive stakeholder and community relationships
- increased service reach, participation and impact
- effective workforce leadership and coordination
- successful management of suppliers, contractors and service partners
- measurable improvement in service systems, access and outcomes

#### **6. SPECIAL REQUIREMENTS**

- Regular travel, including overnight travel, is required.
- The role may require work outside standard business hours.
- The incumbent must comply with all organisational policies, procedures and codes of conduct.
- The incumbent must participate in required training, compliance and safety activities.
- Appointment may be subject to relevant employment and probity checks.

## **MANDATORY REQUIREMENTS**

### **Registration with Professional Association:**

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

## **ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Happy

WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic

WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable

WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful

WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based

WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

- |                                     |   |
|-------------------------------------|---|
| "I choose..."                       | "Can we explore that more so I can understand it better?" |
| "I care..."                         | "We will...us...we can..."                                |
| "I prefer..."                       |   |
| "I will..."                         |   |
| "I can..."                          |   |
| "Is there a better way to do this?" |   |

## LANGUAGE WE DON'T USE

- |                                      |   |
|--------------------------------------|---|
| "I have to..."                       | "Things have always been done this way" |
| "I must ..."                         | "Them and us"                           |
| "If only..."                         |   |
| "Ah well, that is because of XYZ..." |   |
| "Our processes do not let us do it"  |   |

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

