

POSITION DESCRIPTION

Position:	Chief Executive Officer
Directorate:	Office of the CEO
Division:	Executive
Employment Conditions:	Health Executive Employment and Remuneration (HEER) Policy and approved Executive Contract
Reports to:	Board of Directors, through the Board Chair
Direct Reports:	Executive Leadership Team



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) is a public hospital serving communities across North West Victoria. Returning to public management in September 2020, MBPH is committed to delivering safe, high-quality, person-centred care and contemporary rural and regional health services.

MBPH employs more than 1,200 staff and operates 172 beds, providing a broad range of acute, subacute, mental health, community and specialist services, including emergency, maternity, intensive care, rehabilitation, palliative care, renal dialysis, chemotherapy, medical imaging and pathology services.

VISION

Contemporary Rural and Regional Health.

PURPOSE

To improve lives by delivering contemporary rural and regional health.

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 the final page 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 Chief Executive Officer (CEO) is accountable to the Board for the overall leadership, management and performance of Mildura Base Public Hospital. Working in partnership with the Board and Board Chair, the CEO translates the Board approved strategic direction into operational priorities and ensures delivery of safe, high-quality, person-centred care within agreed clinical, financial and regulatory frameworks.

The CEO leads the Executive Leadership Team and is accountable for organisational performance, financial sustainability, workforce capability and culture, clinical and corporate governance, risk management and effective relationships with government, regional partners, clinicians, staff, consumers and the community.

The CEO operates within the authority delegated by the Board and in accordance with applicable legislation, policy, funding and accountability requirements, including MBPH's Strategic Plan and Statement of Priorities.

KEY ACCOUNTABILITIES

Strategic Leadership and Board Accountability - Lead implementation of the Board approved strategic direction and Statement of Priorities; provide timely, transparent and evidence based advice to the Board; and ensure effective reporting, escalation and compliance with Board delegations.

Quality, Safety and Clinical Governance - Ensure effective systems of clinical governance, quality improvement, patient safety and consumer partnership, with a strong culture of speaking up, learning and continuous improvement.

Operational Performance and Service Delivery - Lead the delivery of accessible, efficient and sustainable health services, with clear accountability for access, flow, service performance, patient experience and achievement of agreed targets.

Financial Stewardship and Sustainability - Ensure prudent financial management, strong internal controls and sustainable resource allocation in accordance with Board-approved budgets, statutory obligations and government requirements.

People, Culture and Capability - Lead a high performing Executive team and workforce culture aligned to MBPH's HEART values, with a focus on workforce planning, capability, engagement, wellbeing, accountability, succession and attraction and retention.

Governance, Risk and Compliance - Maintain effective corporate governance, enterprise risk management, assurance and compliance systems and ensure material risks, performance issues and regulatory matters are promptly escalated to the Board.

System and Stakeholder Leadership - Build trusted relationships with the Department of Health, Hospitals Victoria, regional and statewide partners, consumers, community, First Nations stakeholders and other key partners to advance MBPH and regional health outcomes.

Innovation and Transformation - Lead evidence-based service redesign, innovation, digital enablement, research and strategic partnerships that strengthen quality, access, productivity and the long-term sustainability of rural and regional healthcare.

Performance and Accountability - Participate in an annual performance review with the Board against an agreed performance plan and KPIs aligned to MBPH's Strategic Plan, Statement of Priorities and key quality, safety, operational, financial, workforce, governance and strategic objectives.

GENERAL REQUIREMENTS

Public Sector Conduct and Governance - Act with integrity and comply with Victorian public sector values, applicable codes of conduct, MBPH policies, Board delegations and lawful directions.

Health, Safety and Wellbeing - Exercise due diligence and leadership for employee and patient safety, occupational health and safety, psychological safety, emergency preparedness and a safe workplace culture.

Privacy, Information and Quality - Protect confidential information, maintain appropriate information governance and support compliance with applicable privacy, records, quality and accreditation requirements, including the National Safety and Quality Health Service Standards.

Equity, Inclusion and Child Safety - Champion equitable access, cultural safety, diversity and inclusion and uphold MBPH's responsibilities as a child safe organisation.

PERFORMANCE EXPECTATIONS

The CEO's performance will be assessed annually by the Board against an agreed performance plan and measurable KPIs. Performance expectations will include:

- Financial sustainability - Deliver performance within Board-approved budgets and agreed financial improvement plans, with accurate forecasting, effective controls and sustainable resource allocation.
- Quality, safety and patient experience - Demonstrate sustained improvement in clinical governance, patient safety, quality outcomes, accreditation and consumer experience, with prompt action on material risks.
- Operational performance - Meet, or demonstrate sustained improvement against, agreed access, flow, activity, productivity and service delivery targets, including Statement of Priorities commitments.
- Strategic delivery and transformation - Translate the Strategic Plan into measurable priorities and deliver agreed service redesign, digital, infrastructure and transformation initiatives with clear benefits realisation.
- Workforce, culture and executive leadership - Build a high-performing and accountable Executive Leadership Team and workforce culture aligned to HEART values, with effective workforce planning, capability, engagement, wellbeing, succession and retention.

- Governance, risk and compliance - Maintain robust governance, risk, assurance and compliance systems; provide timely and transparent reporting to the Board; and escalate material issues early.
- Stakeholder and system leadership - Maintain trusted, constructive relationships with the Department of Health, Hospitals Victoria, regional partners, clinicians, consumers and community, and represent MBPH effectively across the health system and in alignment with the Statement of Expectations.

Specific measures and targets may be updated annually by the Board to reflect MBPH's Strategic Plan, Statement of Priorities and current operating priorities.

KEY SELECTION CRITERIA

Essential:

- Demonstrated senior executive leadership experience at CEO or equivalent level in a complex healthcare or comparable public sector environment.
- Proven ability to work effectively with a Board and translate strategic direction into measurable organisational outcomes.
- Demonstrated leadership of safe, high-quality, person-centred health services, including strong clinical and corporate governance, risk and patient safety systems.
- A strong record of operational and financial leadership, including sustainable performance improvement in complex and resource-constrained environments.
- Contemporary people and culture leadership, with demonstrated success engaging clinicians and a diverse workforce, building capability and leading through change.
- High-level stakeholder and health system leadership, including the ability to build trusted relationships with government, regulators, partners, consumers and community.
- Proven ability to lead significant organisational transformation, service improvement and innovation with sound judgement, integrity and accountability.
- Strong knowledge of the Victorian public health operating environment, or demonstrated ability to rapidly acquire this knowledge, including relevant legislation, policy, funding and accountability frameworks.
- A relevant tertiary qualification in health, business, management or a related discipline; postgraduate qualifications are highly regarded.

Desirable:

- Experience leading significant service, digital, infrastructure or organisational transformation within the Victorian or Australian public health system.

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check is required prior to commencement with MBPH.

Working with Children Check

A current and satisfactory Working with Children Check is required for this position in accordance with MBPH requirements.

Professional Registration (where applicable)

Where the successful candidate holds a regulated professional qualification relevant to the role, current registration and compliance with applicable professional standards must be maintained.

Immunisation Requirements

The successful candidate must comply with MBPH healthcare worker immunisation requirements prior to and throughout employment.

Driver's Licence

A current driver's licence valid in Victoria is required for this position.

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

This position description describes the general nature and level of work expected of the role and is not an exhaustive list of all responsibilities. Accountabilities may be amended from time to time to reflect legislative, policy, strategic or organisational requirements.

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

LANGUAGE WE DON'T USE

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

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

