

## POSITION DESCRIPTION

<b>Position:</b>	<b>Environmental Sustainability Business Partner</b>
<b>Directorate</b>	Finance & Corporate Services
<b>Division:</b>	Support Services
<b>Business Unit:</b>	Finance and Corporate Services
<b>Enterprise Agreement</b>	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH & ALLIED SERVICES, MANAGERS & ADMINISTRATIVE WORKERS) SINGLE ENTERPRISE AGREEMENT
<b>Reports to:</b>	Support Services Manager



## 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 900 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  
Vision

**Mildura Base Public Hospital – providing exceptional care**

Strategic  
pillars

We  
achieve  
this by...

**Caring for our community**

Ensuring our focus is on person centred care.  
 Using best evidence-based practice to deliver exceptional care.  
 Empowering our communities to manage and improve their health and wellbeing.

**Aspirational through our culture**

Leading a values based, accountable, quality & safety culture.  
 Continuous improvement of service delivery and provision of care.  
 Operating safely and efficiently with a skilled and effective workforce.  
 Being an employer of choice, enabling our staff to be at their best.

**Trusted in our relationships**

Community have an understanding of our role and confidence in our services.  
 Partnering across sectors to strengthen our services.  
 Addressing our communities shared challenges in partnership by applying innovative solutions.

**Sustainable in our Services**

Reinvesting in the community and its wellbeing through sustainable models of operations.  
 Delivering and supporting shared services to improve access to the best and right care.  
 Strengthening our planning approach with the patient at the centre.

## POSITION SUMMARY

The Environmental Sustainability Business Partner is responsible for the effective and efficient management of allocated sustainability projects at MBPH, within agreed timeframes, budget, quality and resources to deliver the organisation's sustainability objectives.

The role will support the identification and implementation of sustainability initiatives, supporting all business areas by providing advice, direction and accountability, while driving the organisation's overall progress, ensuring that the hospital meets all sustainability legislative requirements.

## KEY RESPONSIBILITIES AND DUTIES

- Lead the climate change action plan for MBPH, enabling sustainability practice to become BAU
- Oversee the establishment of a sustainable business approach in collaboration with key stakeholders
- Deliver a range of operational relevant projects that drive the organisation's overall progress against being environment, emissions, financial and education & sustainable reporting
- Develop key performance indicators to measures and monitor sustainable initiatives and the impact on climate change into the future
- Deliver against government mandated climate and environmental targets
- Support and communicate with relevant stakeholders across all sustainability initiatives
- Ensure the business meets all sustainability legislative requirements and all systems, processes, and reporting are established and maintained accurately
- Develop and maintain an environmental sustainability plan and action register
- Take accountability for maintaining a net positive budget for all environmental and/or climate initiatives
- Access and apply for new grants to aid in funding initiatives
- Create new tools, procedures and training programs to facilitate environmental compliance
- Collaborate with, assist, mentor and provide guidance to MBPH staff to ensure that consistent environmental management standards are maintained
- Develop and monitor all environmental and climate impacted risks, including introducing and maintaining controls to manage risk
- Build partnerships with external stakeholders, work in conjunction with these external stakeholders to deliver outcomes that led to improved sustainability and drive sustainable efforts
- Prepare and monitor an annual budget and take responsibility for responsible financial management
- Collaborate and develop plans for climate change initiatives throughout the Northern Mallee
- Other duties as required

## 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

- Experience in addressing sustainability in the areas of energy, waste, water, procurement, and capital works in line with best practice initiatives
- Demonstrated experience in sustainability leadership and stakeholder engagement functions to ensure cross organisation collaboration and engagement
- Ability to provide technical support and advice on sustainability issues to support the implementation of sustainability policy, plans and systems across the organisation
- Experience in liaising with consultants and technical teams ensuring high levels of professionalism, subject matter excellence
- Significant experience with sustainability plan delivery, continuous improvement and project and change management
- Excellent and proven communication skills, including written, verbal and experience and confidence presentencing to broad audiences
- Excellent organisational and time management skills with the ability to priorities workload and competing demands and conflicting priorities
- Demonstrated ability to manage and maintain a strong business relationship with stakeholders.
- Knowledge of project management tools and processes

## MANDATORY REQUIREMENTS

### 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 License**

A current Victorian driver's license 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 decide 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 understand 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/religious/cultural 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 other's 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_."                          |  |
| "I prefer_."                        |  |
| "I will_."                          | "We will_ us... we can_."                                  |
| "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_."                          |   |
| "If only_."                         | "Them and us"                           |
| "Ah well, that is because of YNZ_." |   |
| "Our processes do not let us do it" |   |



### THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack of 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



