

**hardygroup**

CANDIDATE INFORMATION PACK

Mackay  
Hospital and  
Health Service



# EXECUTIVE DIRECTOR MENTAL HEALTH, PUBLIC HEALTH & RURAL SERVICES

MACKAY HOSPITAL AND HEALTH  
SERVICE



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## EXECUTIVE SUMMARY

The Mackay Hospital and Health Service (Mackay HHS) is a high performing HHS focused on future sustainability and building the best regional hospital and health service in Queensland. The HHS services approximately 182,000 people in an area of around 90,000km<sup>2</sup> through its eight hospitals, two Multi-Purpose Health Services and two community health services and employs more than 2700 staff. The Mackay Base Hospital is the referral hospital for smaller facilities at Bowen, Dysart, Clermont, Collinsville, Moranbah and Sarina.

The organisation is now seeking to appoint an Executive Director Mental Health, Public Health & Rural Services, reporting directly to the Mackay Hospital and Health Service Chief Executive, for ongoing organisational performance, strategic advice and leadership in the delivery of this portfolio across the Mackay HHS. The position will work with the wider Mackay HHS Executive to ensure comprehensive and joined up services are provided across mental health, public health and rural services, and that these services are well linked with all other services provided by Mackay HHS in the delivery of quality health care to the community, embracing the principles of one HHS.

The Executive Director will also take broad responsibility for safety and quality in healthcare across the portfolio, actively participate in continuous quality and safety improvement activities within the workplace and engage with relevant clinical or non-clinical responsible officers when concerns exist about workplace or patient safety.

The successful candidate will need to demonstrate:

- Leadership experience in health service delivery in a diverse and complex environment
- Demonstrated capacity to develop and implement strategic and operational plans
- The ability to lead innovation and business reform to ensure sustainability in health service provision
- Appropriate tertiary qualifications in health or business

# MACKAY HOSPITAL AND HEALTH SERVICE

Collaboration | Trust | Respect

The Mackay Hospital and Health Service’s region covers Sarina in the south, Clermont in the west, Bowen and the Whitsunday Islands in the northeast. MHHS services approximately 182,000 people in an area of approximately 90,000km<sup>2</sup>.

Mackay Hospital and Health Service has eight hospitals, two Multi-Purpose Health Services and two additional community health services that employ more than 2700 staff. The Mackay Base Hospital is the referral hospital for smaller facilities at Bowen, Dysart, Clermont, Collinsville, Moranbah and Sarina. In addition, Proserpine Hospital, (located in the Whitsundays) is a 33-bed facility offering acute, maternity and surgical services.

Mackay Hospital and Health Service’s staff are passionate about community engagement and delivering outstanding healthcare services to the communities in the MHHS region.

Mackay Hospital and Health Service



To reflect the growing demand for health care in the region, the Mackay Base Hospital has been redeveloped, at a cost of \$408 million, with a current bed capacity of 236 beds. The redeveloped hospital is a digital hospital and is equipped with leading edge technology to assist staff to provide the highest level of care and comfort to our patients. It is the first regional hospital in Queensland to have the complete integrated electronic medical record. The hospital provides specialist services in obstetrics, gynaecology, paediatrics, orthopaedics, psychiatry, urology and oncology and many other specialty areas. New services implemented in 2017 included Ear Nose and Throat (ENT) and a Step-Up Step-Down mental health service.

Visit [The Mackay Hospital and Health Service website](#) for more information.

# EXECUTIVE DIRECTOR MENTAL HEALTH, PUBLIC HEALTH & RURAL SERVICES

## POSITION PURPOSE

The Executive Director Mental Health, Public Health & Rural Services is a senior Executive position reporting directly to the Mackay Hospital and Health Service Chief Executive for ongoing organisational performance, strategic advice and leadership in the delivery of this portfolio across the Mackay HHS.

The position works with the wider Mackay HHS Executive to ensure comprehensive and joined up services are provided across mental health, public health and rural services, and that these services are well linked with all other services provided by Mackay HHS in the delivery of quality health care to the community, embracing the principles of one HHS.

The position will take broad responsibility for safety and quality in healthcare across the portfolio, actively participate in continuous quality and safety improvement activities within the workplace and engage with relevant clinical or non-clinical responsible officers when concerns exist about workplace or patient safety.

## KEY DUTIES AND RESPONSIBILITIES

The Executive Director MH PH and RS will be responsible for:

- Developing annual operating plans for this portfolio to meet the strategic direction of the MHHS and ensuring robust plans are developed to meet the KPI's and service outcomes related to this role as outlined in the MHHS service level agreement with the Department of Health and in the HHS Accountability Framework.
- Leading the development and establishment of programs and health services within the portfolio, consistent with the identified needs of the population and critically analyse service delivery and the development of strategies to address key service gaps, high level risks, performance gaps and performance targets within the Mental Health, Public Health and Rural Services portfolio.
- Ensuring the portfolio achieves the highest level of quality and safety of services within agreed operational parameters and that the Mental Health, Public Health and Rural Services portfolio achieves accreditation requirements including ACHS and College accreditations.
- Leading and managing direct reports to ensure compliance with clinical and corporate governance including legislation, policies and procedures and workplace health and safety and providing leadership over the development and implementation of major change processes; and guiding services in conducting structured reviews of service delivery and the development of revised service delivery across the portfolio.

- In consultation with Finance, developing annual operating budgets for the portfolio; and implementing financial sustainability plans to ensure the HHS has financial sustainability and ensuring the portfolio actively delivers on revenue targets and meets agreed financial targets.
- Ensuring effective working relationships across the HHS and supporting other portfolios in the delivery of the MHHS strategy; and developing and maintaining strong relationships with relevant key stakeholder, including the North Queensland Primary Healthcare Network (NQPHN), universities, service delivery partners within the public and private sectors, Unions, the Department of Health and the management of staff representatives.

View the required skills, experience and knowledge in the [Position Description](#).

## SELECTION CRITERIA

The successful candidate will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- *Achieves results:* Demonstrated high level capacity to analyse, understand and implement local future service delivery needs for incorporation into strategic and operational plans at a local and all of organisational level. Demonstrated strong track record in identifying and developing business and commercial opportunities for improvement.
- *Health system and change management:* Extensive knowledge of the operations of a large and complex health service delivery organisation, encompassing rural and remote services with experience in strategic business development and leadership capability at an executive level. Demonstrated high level experience at the executive level in the conduct and management of significant reform initiatives at a department level including fostering a work environment and teams that value performance, improvement, innovation and results.
- *Communication and Influence:* Highly developed influencing skills enabling persuasive negotiation at the executive management levels and with key stakeholders in order to achieve consensus and resolution of conflicts without compromising relationships and services delivery performance.
- *Leads and Manages:* Demonstrated executive level leadership in managing and/or coordinating internal clinical and non-clinical teams together with multi-disciplinary project teams, exercising sound judgement and effective responses to the demands of a high-pressure environment. A proven ability to strategically and effectively manage a service budget, including financial, physical and human resources in a complex and diverse health care setting. Make ethical decisions in order to achieve organisational and patient care goals.
- *Targeted assessment of core behavioural competencies:*
  - Political Savvy
  - Strategic Agility
  - Managing Through Systems
  - Problem Solving

## QUALIFICATIONS

The incumbent must possess:

- Appropriate and relevant undergraduate and/or postgraduate tertiary qualifications are required e.g. Bachelor of Finance, Nursing, Medicine, Law, MBA.

## CHALLENGES

Major challenges currently associated with the role include:

- Leading and managing change successfully, to allow the Mental Health, Public health and Rural Services portfolio to adapt within a dynamic health landscape, and anticipating what will be required to position the portfolio well for the future
- Managing critical incidents effectively, collaborating with diverse stakeholder groups to resolve the issues swiftly with minimum impact to normal operations
- Ensuring strong engagement of clinicians across the portfolio and their alignment with change and developments across Mackay HHS
- Supporting and encouraging innovation, and a willingness to embrace change and new ways of working that ensures services are provided equitably across the geographically sparse population.
- Recruitment and retention of a skilled workforce, particularly in small rural and remote communities, and maintaining workforce capability to meet rapidly changing models of care.

## REPORTING & KEY RELATIONSHIPS

The Executive Director Mental Health, Public Health & Rural Services is directly accountable to the Chief Executive of Mackay Hospital and Health Service and has the primary responsibility for delivering effective and efficient services of all clinical and non-clinical services and resources within the portfolio.

The position has direct management responsibility for approximately 580 FTE.

The Mental Health, Public Health & Rural Services portfolio includes:

- Mental Health and Alcohol and Other Drug Services across all Mackay HHS
- Public Health across all Mackay HHS
- Rural hospital services including:
  - Moranbah/Glenden
  - Clermont
  - Dysart/Middlemount
  - Collinsville
  - Bowen
  - Whitsunday
  - Sarina

# CANDIDATE INFORMATION PACK

Executive Director, MH PH & RS, MHHS

Mackay  
Hospital and  
Health Service



## KEY DATA

### Staffing

*Mackay HHS:* 2700 FTE

*MH PH & RS:* 580 FTE

### Annual Budget

*Mackay HHS:* \$410 Million

*MH PH & RS:* \$108 Million\*

\* Financial delegations of \$300K recurrent and \$100K non-recurrent expenditures.

### Service Location

Mackay, Queensland

### Useful Links

[Role Description](#)

[MHHS](#)

[Organisation Chart](#)

[Strategic Plan](#)

# EMPLOYMENT TERMS & CONDITIONS

**REMUNERATION**                      \$202,844 - \$210,415 p.a. total salary package

**CLASSIFICATION**                      SES2 (Low)

## PRE-EMPLOYMENT PROBITY CHECKS

Information on a person's suitability for appointment is obtained for all appointments. Potential appointees will be asked whether there are any reasons why they should not be appointed such as: Information on a person's criminal history and other associated probity checks will be sought from those candidates whose application has progressed to shortlisting for interview.

Applicants unsure about the definition of disclosable criminal convictions or status of any criminal conviction may wish to seek legal advice in responding to the probity check questions. (A 'disclosable' conviction is one that is recorded by the court and has not been rehabilitated or spent under the Criminal Law (Rehabilitation of Offenders) Act 1986 and, in the case of Commonwealth convictions, the Crimes Act 1914 (Commonwealth), and does not breach the confidentiality provisions of the Youth Justice Act 1992.)

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.

- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- 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.
- Applicants will be required to give [a statement of their employment as a lobbyist](#) within one month of taking up the appointment.
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in [section 571 of the Workers' Compensation and Rehabilitation Act 2003](#)

## HOW TO APPLY

The closing date for applications is 15th March 2019

The reference number to include in your application is H18\_2983

**For a confidential discussion, please contact Principal Consultant, Pete Carter:**

**M:** +61 (0)448 729 077

**E:** [pcarter@hardygroupintl.com](mailto:pcarter@hardygroupintl.com)

**Please submit application documentation to Search Coordinator, Kaavya Nithi:**

**T:** +61 (0)2 9900 0108

**E:** [knithi@hardygroupintl.com](mailto:knithi@hardygroupintl.com)

*It is standard practice for HardyGroup to acknowledge receipt of your application no later than the next business day. We request that if you do not receive the acknowledgement, you contact the search coordinator listed above as soon as possible after the 24-hour business period and arrange to resend your application if necessary.*

**Your application must include:**

1. [Completed HG Application Form](#)
2. Cover letter addressed to the search consultant;
3. A written response addressing the key selection criteria, found on **page 6**; and
4. An up to date copy of your Curriculum Vitae

# CANDIDATE INFORMATION PACK

Executive Director, MH PH & RS, MHHS

Mackay  
Hospital and  
Health Service



## REFEREES

You will need to provide details of three (3) professional referees. To do so, complete the relevant fields in the Candidate Profile. You should carefully consider who you select to approach to provide reference advice. Your current manager must be included. It is customary for referee reports to be requested after interview and if you are the preferred candidate, your permission will be requested prior to contacting your referees.

## PERSONAL INFORMATION

HG complies with the Privacy Act 1988 (Cth), all applications are treated by HG in strict confidence, however in submitting an application you are extending permission to share your application with the Selection Panel.

Personal Information will be used to assess your suitability for appointment to this position. As part of the selection process, personal information will be dealt with in accordance with HG's Privacy Policy and the Information Privacy Act 2009.

# Role description

## Mackay Hospital and Health Service

### Role details

<b>Job ad reference</b>	TO BE CONFIRMED	<b>Classification</b>	SES2 (Low)
<b>Role title</b>	Executive Director Mental Health, Public Health & Rural Services	<b>Salary</b>	Salary: \$155,440 p.a. to \$162,076 p.a. Total Remuneration: \$202,844 - \$210,415 p.a.
<b>Status</b>	Executive Contract	<b>Closing date</b>	4 weeks
<b>Unit/Branch</b>	Executive	<b>Contact name</b>	Jo Whitehead, Chief Executive, Mackay Hospital and Health Service
<b>Division/Hospital/Hospital and Health Service</b>	Executive Team Mackay Base Hospital Mackay Hospital and Health Service	<b>Contact number</b>	(07) 4885 6202
<b>Location</b>	Mackay		

### Your employer - Mackay Hospital and Health Service - Your values

Mackay Hospital and Health Service aims to be regarded as an employer of choice, and following staff consultation four (4) values and associated behaviours have been embedded into the workplace, staff strive to demonstrate these values and behaviours in their daily activities:



Collaboration

Collaboration – through partnerships and co-operation we drive innovation;



Trust

Trust – having confidence and belief in each other to be able to rely and depend on our actions;



Respect

Respect – we show respect and compassion for the people we care for and work with;



Teamwork

Teamwork – we depend on and support one another individually and as a team.

There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.



## About the Mackay Hospital and Health Service

The MHHS region covers Sarina in the south, Clermont in the west, and Bowen and the Whitsunday Islands in the northeast. It services approximately 182,000 people in an area of approximately 90,000km<sup>2</sup>.

Mackay Hospital and Health Service has eight hospitals, two Multi-Purpose Health Services and two additional community health services that employ more than 2700 staff. The Mackay Base Hospital is the referral hospital for smaller facilities at Bowen, Dysart, Clermont, Collinsville, Moranbah and Sarina. In addition, Proserpine Hospital, (located in the Whitsundays) is a 33 bed facility offering acute, maternity and surgical services.

Our staff are passionate about community engagement and delivering outstanding healthcare services to the communities in the MHHS region.

To reflect the growing demand for health care in the region, the Mackay Base Hospital has been redeveloped at a cost of \$408 million with a current bed capacity of 236 beds.

The redeveloped hospital is a digital hospital, equipped with leading edge technology to assist staff to provide the highest level of care and comfort to our patients. It is the first regional hospital in Queensland to have the complete integrated electronic medical record. The hospital provides specialist services in obstetrics, gynaecology, paediatrics, orthopaedics, psychiatry, urology and oncology, medicine, ICU, CCU, surgery, dental surgery, sub-acute and ambulatory services, mental health and many other specialty areas. New services implemented in 2017 included Ear Nose and Throat (ENT) and a Step Up Step Down mental health service.

## Your opportunity

- Accountable to the Chief Executive (CE), the Executive Director Mental Health, Public Health & Rural Services has the primary responsibility for delivering effective and efficient services of all clinical and non-clinical services and resources within the portfolio.

## Staffing and budget responsibilities

- Annual Budget: \$108m
- Direct Reports: 10
- MOHRI FTE: 580
- Financial delegations of \$300K recurrent and \$100K non-recurrent expenditures.

*Key portfolios include: Mental Health & AODS, Public Health, Moranbah/ Glenden, Clermont, Dysart/ Middlemount, Collinsville, Bowen, Whitsunday, Sarina.*

## Your role

- This role is responsible for the mental health, public health and rural services portfolios. It is a key position in the Executive Leadership Team and is pivotal to the MHHS provision of providing quality health care.
- Fulfil the responsibilities of this role in accordance with the Queensland Public Service and the MHHS Values as outlined above.
- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.
- The provision of a Healthy and Safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.
- Participate in the executive on – call roster
- Undertake the following Key Accountabilities and all other reasonable activities/tasks as directed:

## Key Result Area – Strategy and Operational Planning

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> <li>• Give advice to the Board and CE on the development and implementation of the MHHS's vision, values and strategic direction</li> <li>• Develop annual operating plan for this portfolio to meet the strategic direction of the MHHS</li> <li>• Ensure robust plans are developed to meet the KPI's and service outcomes related to this role as outlined in the MHHS service level agreement with the Department of Health and in the HHS Accountability Framework</li> <li>• Ensure operational plans are in place to manage external disaster and emergency incident response.</li> <li>• Lead the development and establishment of programs and health services consistent with the identified needs of the population.</li> <li>• Critically analyse service delivery and lead the development of strategies to address key service gaps, high level risks, performance gaps and performance targets within the Mental Health, Public Health and Rural portfolio.</li> <li>• Strategically lead transformational change to deliver consumer focused care, highly reliable mental health, public health and rural services and excellence</li> <li>• Positively contribute to the delivery of services across departments to truly embrace the principles of one HHS</li> <li>• Ensure operational planning addresses positively our patient experience</li> <li>• Clinical Excellence including the minimisation of clinical variation</li> <li>• Contribute fully to corporate and QH initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in strategy and service planning</li> <li>• Regular reporting to Executive and Board on meeting annual operating plans. 80% of plan to be delivered annually</li> <li>• Monthly reporting of any negative variance relating to KPI's and implement plans for improvement as required as part of the HHS wide accountability framework</li> </ul>

## Key Result Area – Safety and Quality

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> <li>• Ensure the portfolio achieves the highest level of quality and safety of services within agreed operational parameters.</li> <li>• Contribute to delivery of MHHS Clinical Governance Framework</li> <li>• Ensure the Mental Health, Public Health and Rural portfolio achieves accreditation requirements including ACHS and college accreditation.</li> <li>• Implement all recommendations to improve quality and safety from reviews within the agreed timeframes</li> <li>• Actively participate in improvements in patient centred care</li> <li>• Ensure appropriate policies, training and development, performance measures and risk management processes are in place to deliver excellent in service delivery</li> <li>• Ensure a commitment to innovation and research to improve service delivery</li> <li>• Work collaboratively with the CE, the Executive team and senior leaders to manage and coordinate all commissioning and planning of new and expanding mental health, public health and rural services.</li> </ul>	<ul style="list-style-type: none"> <li>• Report and monitor clinical indicators</li> <li>• Portfolio meets MHHS accreditation requirements</li> <li>• Recommendations from reviews are completed satisfactorily within the agreed timeframes</li> <li>• Risks are identified and mitigation processes implemented</li> <li>• Improvement made resulting from consumer feedback</li> </ul>

## Key Result Area – Leadership and Management

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> <li>• Lead and manage the day to day activities within the portfolio in accordance with the values of the MHHS</li> <li>• Provide leadership over the development and implementation of major change processes and guide services in conducting structured reviews of service delivery and the development of revised service delivery across the portfolio.</li> <li>• Provide high level advice to the Board and Executive on key issues impacting on the delivery of Quality, Safety and service level agreement KPI's</li> <li>• Lead and manage direct reports to ensure compliance with clinical and corporate governance including legislation, policies and procedures and workplace health and safety</li> <li>• Build and maintain an effective and cohesive management team that provides the leadership and management required to effectively manage day to day operations and change of the Mental Health, Public Health and Rural portfolio.</li> <li>• Develop a positive culture within the Mental Health, Public Health and Rural portfolio which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing.</li> <li>• Actively participate in any major capital projects relating to the portfolio</li> <li>• Work in partnership with the ELT to form an effective leadership team, presenting a consistent voice across the one HHS</li> <li>• Relieve in the position of Chief Executive, when required</li> </ul>	<ul style="list-style-type: none"> <li>• Written and verbal advice to Board and Executive is of a high standard</li> <li>• Staff within the portfolio are meeting legislative requirements, standards, policy and procedures within the portfolio are complied with.</li> </ul>

## Key Result Area – Financial Sustainability

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> <li>• In consultation with finance, develop annual operating budgets including MOHRI targets for each department/service</li> <li>• Ensure this portfolio meets the agreed financial targets</li> <li>• Develop and implement financial sustainability plans to ensure the HHS has financial sustainability</li> <li>• Ensure the portfolio actively delivers on revenue targets</li> <li>• Actively and strategically lead budget planning and monitoring methodologies that systematically embed accountabilities with a focus on empowering clinical managers in matching fiscal responsibility to clinical activity and outcomes.</li> <li>• Develop robust business cases for new and expanded services.</li> <li>• Actively participate in the annual minor capital plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver on agreed annual budget</li> <li>• Annual financial sustainability plan developed and implements</li> <li>• Meet revenue targets</li> <li>• Meet MOHRI target</li> </ul>

## Key Result Area – Relationships and Engagement

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> <li>• Ensure effective working relationships across the HHS's and support other portfolios in the delivery of the MHHS strategy</li> <li>• Implement clinician engagement strategies to improve consultation and collaboration</li> <li>• Ensure openness and outcomes to complaints from Healthcare users</li> <li>• Actively contribute in high level forums (internal and external) to influence policy and strategic direction</li> <li>• Developing and maintaining strong relationships with relevant key stakeholder, including the North Queensland Primary Healthcare Network (NQPHN), universities, service delivery partners within the public and private sectors, Unions, the Department of Health and the management of staff representatives.</li> <li>• Strategically lead the consultation and negotiation processes with clinicians and other stakeholders in the planning and development of innovative and relevant new health services for the Mental Health, Public Health and Rural portfolio.</li> <li>• Actively contribute in high level forums and committees where leadership, direction and negotiation is required to formulate strategic policy and set organisation direction.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of external forums that contribute to Qld Health policy and operations</li> <li>• Evidence that clinical and consumer engagement strategies are used in day to day management of services</li> <li>• Active consultation with Unions in relation to significant changes.</li> </ul>

## Mandatory qualifications/Professional registration/Other requirements

- Appropriate and relevant undergraduate and/or postgraduate tertiary qualifications are required e.g. Bachelor of Finance, Nursing, Medicine, Law, MBA.
- Participate in an Executive on-call roster.
- **Proof of Identify Documents:** Candidates must provide certified copies of requested proof of identify documents for the purposes of General Criminal History and National Police Certificate checks.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Travel:** It is preferred that this position is based in Mackay and therefore travel throughout the Mackay HHS district will be required.
- **Vaccine Preventable Diseases (VPD) Requirements:**
  - 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).
  - 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 HHS to another HHS, Department to a HHS, or HHS to Department).

## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- **Achieves results:** Demonstrated high level capacity to analyse, understand and implement local future service delivery needs for incorporation into strategic and operational plans at a local and all of organisational level. Demonstrated strong track record in identifying and developing business and commercial opportunities for improvement.
- **Health system and change management:** Extensive knowledge of the operations of a large and complex health service delivery organisation, encompassing rural and remote services with experience in strategic business development and leadership capability at an executive level. Demonstrated high level experience at the executive level in the conduct and management of significant reform initiatives at a department level including fostering a work environment and teams that value performance, improvement, innovation and results.
- **Communication and Influence:** Highly developed influencing skills enabling persuasive negotiation at the executive management levels and with key stakeholders in order to achieve consensus and resolution of conflicts without compromising relationships and services delivery performance.
- **Leads and Manages:** Demonstrated executive level leadership in managing and/or coordinating internal clinical and non-clinical teams together with multi-disciplinary project teams, exercising sound judgement and effective responses to the demands of a high pressure environment. A proven ability to strategically and effectively manage a service budget, including financial, physical and human resources in a complex and diverse health care setting. Make ethical decisions in order to achieve organisational and patient care goals.
- **Targeted assessment of core behavioural competencies:**
  - Political Savvy
  - Strategic Agility
  - Managing Through Systems
  - Problem Solving

## Your application

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

- **A short response** (maximum 1–2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the "How you will be assessed" section.
- **Your current CV or resume**, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- Any other documentation required by the selection panel, if required.

## Additional information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Pre-Employment Screening:** 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.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact the Queensland Health Salary Packaging Bureau Service Provider – RemServ via telephone 1300 304 010 or online <http://www.remserv.com.au>.
- **Child Abuse/Neglect:** 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.
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>).
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).

# Organisational chart

