

Position Title: Director Community Programs (EPC DON)

Campus: Grampians Health Ballarat Early Parenting Centre

Directorate: Chief Operating Office

Department: Aged and Community Care

Reporting to: General Manager Aged and Community Care

Direct Reports: NUM Early Parenting Centre Ballarat
 Manager GH Carer Support Services
 Coordinator Primary Care Hub Edenhope
 Manager Complex Care Horsham
 Manager Complex Care Ballarat
 Manager Community Services Stawell

Appointment Terms/Conditions:

Classification and Code: Campus DON of Group 8A campus (RN69)

Enterprise Agreement: As per professional discipline

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Director Community Programs and on-site Director of Nursing Grampians Early Parenting Centre provides senior leadership across the Grampians Health Community Programs, ensuring that they are innovative, strategic, and foster collaborative working relationships with key internal and external stakeholders within the Victorian public health sector and local communities. You will also ensure that services continue to evolve in an efficient and effective manner to ensure that emerging health needs of our service population are met.

The Director Community Programs and on-site Director of Nursing Grampians Early Parenting Centre is responsible as a primary contributor to the development, implementation and monitoring of a strategic services plan, encompassing effective leadership of Community Programs, to ensure that care is delivered in a safe and effective way.

The Campus Director of Nursing (DON) of the EPC is responsible for overseeing strategic direction, clinical nursing leadership and the operational needs of the EPC. They will work closely with the Nurse Unit Manager (NUM), key stake holders and existing executive leadership structures within Grampians Health to ensure proactive and effective care is implemented at all levels of the centre. They will oversee financial decisions, monitoring of staff resources, operation management and clinical practice in conjunction with the EPC's NUM. They ensure ongoing positive development of these service elements as they relate to the routine delivery of evidence-based and 'best practice' services to provide specialist support for Victorian Families with children aged 0-4 years.

KEY ACCOUNTABILITIES

- As a senior leader responsible for the Community Programs and site DON of EPC teams across Grampians Health, develop, implement and measure strategic operational plans that align to the overall Grampians Health Strategic Plan, Clinical Services Plan, EPC Model of Care and other relevant strategic or operational plans with an emphasis on enhancing outcomes and services.
- Provide leadership, guidance and support to the Community Program Managers and NUM of EPC to enable success. Act as an escalation point for high level clinical, operational and day-to-day challenges and opportunities. Incorporate best practice and evidence-based principles across all areas of Community Care
- Foster strong collaboration with other members of the Aged and Community Care leadership team and across Grampians Health to ensure effective delivery of services. Maintain strategic and mutually beneficial stakeholder relationships with external agencies, key stakeholders both internal and external to promote service integration, access to services, and reduce duplication and overlap.
- Actively participate as a member of the Aged and Community Care leadership team, and the Grampians Health Extended Leadership Team as an expert leader in Community Programs. Act as the General Manager Aged and Community Care as required to cover periods of leave.
- In collaboration with the General Manager Aged and Community Care and the Grampians Health Quality, Risk and Education team lead strong governance and clinical services frameworks, policies and procedures to ensure safe, appropriate, and effective health care.
- Actively seek and advocate for areas of improvement to ensure sustainability and effectiveness of programs keeping abreast of new legislation to determine effects and opportunity in line with operations and programs.
- Monitor the operational budgets across all Community Programs to ensure the sustainability of services. Work in strong partnership with Finance Business Partners and other key stakeholders to ensure success.
- As an experienced people leader, ensure appropriate workforce planning, communication, change management, workforce health and safety, performance optimisation, and relevant People and Culture initiatives in strong collaboration with People and Culture Business Partners and other key stakeholders.
- Oversee consumer feedback, risk management and service improvement opportunities. Work in collaboration with key stakeholders as required to address challenging matters to ensure success and integrity of Grampians Health services.

KEY SELECTION CRITERIA

Qualifications

- A relevant tertiary qualification and proven experience in healthcare management, with at least 5 years in a managerial level role.
- Hold and maintain current AHPRA registration as a Registered Nurse/Midwife preferably with relevant tertiary qualifications in Maternal and Child Health or Health Service Management/Business Administration.

Technical/Professional Knowledge and Skills

- In depth knowledge of an experience in effectively leading Community Programs, with an emphasis on patient experience.
- Demonstrated strong values driven leadership skills with a commitment to working collaboratively to achieve agreed operational objectives adopting an evidence-based quality approach.
- Applied working knowledge of principles of quality, safety and risk management. Work Environment
- Proven track record of leading success and outcomes in line with operational and strategic objectives.
- Demonstrated knowledge of contemporary management challenges, practices, and opportunities.
- Demonstrated ability to lead teams to ensure goals and timeframes are met in a rapidly changing environment.
- Demonstrated ability to manage change processes by effectively motivating and energising others in the organisation for the best possible patient results, outcomes and processes.

Personal attributes

- Highly developed interpersonal, communication and negotiation skills with experience in developing and maintaining collaborative and successful teams.
- Proven innovative approach to developing and implementing contemporary models of care.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.