



Position Title: Program Lead - Workforce

Grampians Local Health Service Network (GLHSN) Members:

Beaufort and Skipton Health Service, Central Highlands Rural Health, East Grampians Health Service, East Wimmera Health Service, Grampians Health, Maryborough District Health Service, Rural Northwest Health, West Wimmera Health Service

Department: Grampians Local Health Service Network (GLHSN)

Campus: GLHSN Member Location – whichever is geographically suitable as a primary location

Reporting to: Executive Director - GLHSN

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: HS7

Enterprise Agreement: Victorian Public Health Sector (Health & Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement

ORGANISATIONAL INFORMATION (GLHSN)

In July 2023, the Victorian Department of Health commissioned an Expert Advisory Committee to examine the design and governance of Victoria's health services system. The Committee developed the Health Services Plan, which provides recommendations for a more connected systems that delivers the right care, at the right time, at the right place, for all Victorians. The Plan recommended establishing 12 Local Health Service Networks – geographic groupings responsible for planning and managing care so that it meets the population needs of their communities. For more information, visit [Local Health Service Networks | health.vic.gov.au](https://health.vic.gov.au/local-health-service-networks).

The Grampians Health Local Service Network (GLHSN), which commenced formally on 1 July 2025, incorporates eight regional health services. Grampians Health is responsible for employment contracts on the GLHSN's behalf.

In the broader context, all Networks are focused on the same priority areas. Currently these include:

- **Access, equity and flow** – improving care pathways for patients, clinical service planning across Networks, developing plans for better collaboration with the wider mental health and wellbeing sector in their region, and supporting aged care patients to stay out of hospital.
- **Workforce** – development of Network workforce plans and sharing of data to strengthen and sustain the health workforce through a coordinated, regional approach to planning and managing staff.
- **Safety and quality** – increasing safety and quality of care by embedding whole-of-system continuous improvement to deliver a safer, more person-centred, and sustainable health system.
- **Shared services** – identifying back-office efficiencies and sharing findings with other Networks.

GRAMPIANS HEALTH (EMPLOYER)

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 Program Lead – Workforce provides strategic, network-wide leadership to strengthen and sustain the health workforce across the Grampians Local Health Service Network (GLHSN), aligned to the Network’s strategic priorities and system reform agenda.

The role leads and drives workforce initiatives arising from the GLHSN Workforce Plan, emerging system priorities and other relevant strategies and policy directions, with a focus on improving recruitment, retention, capability and long-term workforce sustainability across the region.

Operating in an environment without direct operational or statutory authority, the role works collaboratively with member health services, partners and stakeholders to translate strategic workforce priorities into coordinated initiatives, informed by workforce data, regional insight and emerging system needs. This role is responsible for both shaping and progressing workforce priorities ensuring initiatives are well-defined, evidence-informed and continuously refined as delivery progresses. The role plays a critical part in enabling the Network to respond to current workforce pressures while building capability and resilience for the future.

The position operates in a dynamic development and reform environment, requiring adaptability to evolving priorities, policy direction and workforce pressures over time. The role also works as part of the GLHSN Network Office team to coordinate priorities, share accountability and contribute to effective planning, delivery and continuous improvement across the Network.

KEY ACCOUNTABILITIES

Network Workforce System Leadership

- Provide strategic, network-wide leadership to shape and influence workforce reform, workforce planning, development and sustainability across the GLHSN, inclusive of member health services, ensuring alignment with Network priorities and broader system direction.
- Act as steward for Network workforce priorities, aligning local service needs with regional risks and statewide policy direction in achieving system-wide outcomes.
- Provide clear, decision-ready advice to Executives, including defining workforce challenges, options and trade-offs to progress priorities.

Workforce Planning, Data and Insight

- Utilise the GLHSN Workforce Plan and other strategies as the primary drivers for prioritising, sequencing and shaping Network workforce initiatives.
- Strengthen workforce data capability through shared metrics, improved data quality and consistent workforce insights across the Network and translate insights into clear analysis, risks and trade-offs for decision-making.
- Actively shape and continuously refine workforce priorities and approaches based on data, experience and evolving system needs.

Workforce Initiatives and Capability Uplift

- Lead and coordinate workforce initiatives from the GLHSN Workforce Plan (and other strategies and policies, as appropriate) that improve recruitment, retention, capability and sustainability outcomes; With accountability for progressing initiatives to agreed outcomes.
- Progress priority workforce initiatives, including advancing Aboriginal workforce outcomes and addressing critical workforce gaps across the region aligned to Network priorities.
- Identify and pilot innovative approaches to workforce challenges, supporting scalable, system-wide solutions.
- Maintain oversight initiatives ensuring clear ownership, scope, milestones and reporting, and address barriers to delivery to maintain momentum and progress issues to resolution.

Collaboration, Partnerships and Influence

- Engage with GLHSN member health services to understand workforce needs across services before defining and progressing solutions to co-design practical, regionally relevant solutions aligned to Network priorities.
- Facilitate collaboration, knowledge-sharing and capability uplift to strengthen workforce practice maturity across the Network.
- Influence alignment across services, navigating differing organisational priorities and perspectives to progress shared workforce approaches.

Enablement and Integration

- Work with the lead agency and corporate functions to support workforce-enabling systems and tools, including shared service opportunities where appropriate.
- Contribute to Network-wide approaches that improve efficiency, consistency and capability through shared workforce platforms.
- Support alignment between workforce planning and broader digital, data, service planning and system reform initiatives.

Governance, Reporting & Continuous Improvement

- Ensure all workforce initiatives align with governance requirements and organisational priorities and broader Network strategic directions.
- Prepare reports, analyses and recommendations for executive and governance decision-making including clear articulation of progress, risks and recommended actions.
- Monitor delivery and escalate risks, misalignment or lack of progress through governance pathways, while embedding continuous improvement through evaluation and feedback.

Other Duties

- Undertake other responsibilities as required, and emerging priorities as required, consistent with the evolving needs of the Network.

KEY SELECTION CRITERIA

Qualifications

- Tertiary qualification human resources, workforce planning, health management or a related discipline is desirable.

Technical/Professional Knowledge and Skills

- Demonstrated experience leading or coordinating workforce initiatives in a complex health or public sector environment.
- Understanding of workforce planning concepts, workforce data and their application to strategic decision-making and service sustainability.
- Experience translating strategy, plans or policy directions into practical, deliverable initiatives across multiple stakeholders.
- Strong analytical and reporting skills, with the ability to prepare clear advice, briefings and recommendations for executive and governance audiences.
- Proficiency in the use of digital tools and systems to support planning, reporting and initiative delivery.
- Possession of a valid Driver's Licence is necessary.

Work Environment

- The role involves working within the Grampians Local Health Service Network, encompassing both remote and on-site collaboration. Ability to travel across the region is necessary.

Personal attributes

- Demonstrated ability to influence, collaborate and negotiate outcomes in environments without direct line authority.
- Proven capacity to build productive working relationships across organisations, professions and disciplines.
- High level of initiative and judgement, including the ability to prioritise work, manage ambiguity and respond to emerging issues.
- Well-developed communication skills, with the ability to convey complex issues clearly and pragmatically.
- Demonstrated commitment to continuous improvement and to advancing equity and inclusion outcomes.
- Ability to operate effectively in a dynamic and evolving environment of fast change and at time complexity, balancing long-term strategy with immediate system pressures.
- Ability to work both independently and as part of a team.

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
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activities and identify any objectives or goals for the year ahead.