



**searchlight group**  
EXECUTIVE SEARCH & ADVISORY

Candidate Briefing Pack



**Moyne  
Health**  
Services

## Chief Executive Officer

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A 177-year-old rural public health service at Port Fairy and Koroit, in Victoria's south west

September 2026

## ABOUT MOYNE HEALTH SERVICES

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Moyne Health Services (MHS) is a public health service incorporated under Schedule 1 of the Health Services Act 1988, delivering acute and urgent care, telehealth, residential aged care, home-based aged care and a broad community health program from campuses at Port Fairy and Koroit, around three hours west of Melbourne.

Established in 1849, MHS is one of Victoria's oldest hospitals and, 177 years on, one of its region's largest employers. Its services span the full continuum, from health promotion, education and social support through to preventative, curative and supportive care, and it holds to a 'no wrong door' approach for a community that often finds the wider health system hard to navigate. The catchment is dispersed: more than 60 per cent of Moyne residents live outside the major townships, public transport is limited, car ownership is low relative to the rest of Victoria, and local access to medical, specialist and dental services is among the lowest in the state.

That combination, deep community trust and genuine access constraints, is what makes this role distinctive. MHS is not simply a hospital in a small town. It is the institution the Moyne community relies on, and the relationship runs deeper than a typical service-provider relationship.

**Purpose.** Best Care, Every Person, Every Time.

**Values.** Collaboration, Accountability, Respect and Excellence, in place for more than four years and embedded through leadership and staff orientation.

### Moyne Health Services by the numbers

- 177 years of continuous service to the Port Fairy, Koroit and surrounding communities, across two campuses.
- A catchment of more than 14,100 people, with Port Fairy (3,860) and Koroit (2,184) as the principal townships and the majority of residents living outside them.
- 301 staff (220 full-time equivalent at June 2025, up from 217.3 the year before) and 74 volunteers contributing 2,964 volunteer hours.
- 12 acute beds, general medicine, end of life care and a nurse-led Urgent Care Centre: 246 separations and 1,357 Urgent Care presentations in 2024-25.
- 82 public sector residential aged care beds across Belfast House (30) and Moyneyana House (52), 115 residents through the year, 28,833 residential care bed days and 65 respite admissions.
- 150 Support at Home clients, plus Short-Term Restorative Care, under the Support at Home model introduced by the new Aged Care Act.
- 18,348 community health contacts across occupational therapy, physiotherapy, district and community nursing, podiatry, speech pathology, dietetics, diabetes education, health promotion and social support programs.
- Total revenue of \$29.8 million, total assets of \$77.9 million and net assets of \$51.5 million at 30 June 2025.
- \$324,000 raised through community fundraising, 45 student placements across 434 student days, and an estimated \$16 million contributed to the local economy each year.

*In 2024-25 MHS returned an operating surplus of \$1.296 million, achieved acute care accreditation with the Australian Council on Healthcare Standards, completed NDIS certification, and recorded a strong governance audit. It marked 175 years of service with a time capsule at its Annual General Meeting.*

## STRATEGIC CONTEXT

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### The Strategic Plan 2025-2028

MHS adopted a new three-year Strategic Plan in August 2025, shaped by the Department of Health's Health Services Plan reform. It is direct about what that reform asks of a service of this size: MHS must reconsider what, where and how health services are delivered.

- **Collaboration:** an active and respected member of the South West Local Health Service Network, leading in aged care, and a strong partner to the local medical clinic and Moyne Shire.
- **Accountability:** patient-centred, optimised clinical resources across the region, and streamlined shared services including regional finance, human resources and asset management.
- **Respect:** accessible, relevant service provision from a fit-for-purpose facility in Koroit, growing with a community where new housing is bringing young families in.
- **Excellence:** valued coordinator and concierge of care, recognised leadership in aged care quality and workforce, and a defined advocacy agenda.

### The South West Local Health Service Network

In July 2025 MHS became a founding member of the South West Local Health Service Network, one of twelve established across Victoria under the Health Services Plan, alongside Casterton Memorial Health, Heywood Rural Health, Portland District Health, South West Healthcare, Timboon and District Health Services and Western District Health Services. The model lets services collaborate on shared priorities while preserving local autonomy, working to a Statement of Expectations across access, workforce, quality and safety, and shared services.

The Strategic Plan is explicit that MHS intends to be a leader within that Network rather than simply participate in it. For the incoming Chief Executive that is the defining task of the term: representing a small rural service credibly among larger neighbours, and finding the real gains in shared services without conceding the local decision-making that underpins community confidence.

### Aged care reform

Aged care is a substantial part of the operation and a declared area of intended leadership. The new Aged Care Act took effect on 1 November 2025 and MHS has completed a gap analysis against the strengthened Standards. The Support at Home transition, and sustaining occupancy across two residential homes, sits with the Chief Executive.

### Accountability to government

MHS is accountable through an annual Statement of Priorities agreed with the Secretary of the Department of Health, and reports under the Financial Management Act 1994. Recent deliverables have covered clinical governance, virtual care in the Urgent Care Centre, a Budget Action Plan, cultural safety training, and regional leadership on aged care reform and the electronic medical record upgrade.

### What the community says

The Board ran an open community survey to inform the Strategic Plan. It found a service in good standing: access is generally regarded as easy, 80 per cent of respondents are satisfied, and few report barriers. It also found the lesson that matters most here: the clearest source of frustration was not a service failure but a communication one, centred on the discontinuation of onsite X-ray and a sense that the community had not been told plainly why. General practice is the service the community relies on most and the one MHS does not control, which makes the medical clinic relationship a standing strategic priority.

**Link to Statement of Priorities:** <https://www.health.vic.gov.au/statements-of-priorities/moyne-health-services-statement-of-priorities>

**Link to Strategic Plan:** <https://moynehealth.vic.gov.au/wp-content/uploads/2026/03/Strategic-Plan-MHS-2025-2028.pdf>

## THE BOARD AND MOYNE HEALTH SERVICES' CULTURE

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### The Board

MHS is governed by a skills-based Board of Directors appointed by the Governor in Council on the recommendation of the Minister for Health. The Board currently comprises ten directors and holds its business meeting on the fourth Thursday of the month. It is supported by four standing committees, each meeting quarterly: Audit, Risk and Finance; Governance; Quality and Safety; and the Community Advisory Committee, which brings consumer and community perspectives directly to the Board. A Murray to Moyne Committee oversees the service's community fundraising.

The Board's Governance Committee has carriage of the appointment, remuneration and performance management of the Chief Executive, and oversees this search. The Board completed a Chair transition during 2024-25 that has settled well, and has spent the year lifting the quality of its own reporting: standardised Board and subcommittee dashboards, a re-invigorated Life Governor process and a strong governance audit.

### The culture

MHS is a genuinely long-service organisation. Sixty-nine staff have been with the service for a decade or more, and one for over forty years. That loyalty is a real asset, and it also sets an expectation: people here know each other, know the community, and expect a Chief Executive who is present and approachable across both campuses rather than remote from the work. Seventy-nine per cent of staff responded positively on safety culture in the People Matter Survey.

This is a well-run service in good order. The Board's brief is continuity and momentum, not turnaround. It is also a service that knows the operating environment is changing around it and wants a Chief Executive capable of managing both: running the business as usual while building the capability the reform agenda will demand.

### What the Board is looking for

In briefing this search, the Board was clear about the qualities that matter most. Without attributing views to individuals, the strongest signals were:

- A well-rounded, hands-on and relational leader. Someone who can operate across the whole of a small rural service, who is visible to staff, residents and the community, and who builds relationships rather than relying on position.
- Genuine Network capability, with change management as a requirement rather than a preference. The South West Network is new, shared services are being designed, and the Chief Executive must be able to lead MHS through change while advocating for it externally.
- Political and sector judgement. The confidence to represent a small rural service in front of the Department of Health, Network partners, the Moyne Shire and the community, and to read the reform environment accurately.
- Financial and clinical governance command. Assured stewardship of a circa \$30 million revenue base and multiple funding streams, and the clinical governance depth the Health Services Act environment expects.
- Aged care currency. Credible knowledge of the new Aged Care Act, the strengthened Standards and the Support at Home transition, given the scale of the MHS aged care footprint.
- A steady, plain-speaking communicator. Someone who tells the community the truth, including when the news is unwelcome. This is the clearest lesson from the service's own community consultation.

## THE OPPORTUNITY (A Position Description is included at the back of this document)

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**Reports to.** the Board of Directors, through the Board Chair, with the Governance Committee overseeing appointment, remuneration and performance.

**Direct reports.** five General Managers (Care Services; Quality and Risk; People and Culture; Community Health; Support Services), with the Medical Governance Advisor and Visiting Medical Officers connected through a medical governance line.

**Scale.** circa \$29.8 million revenue, \$77.9 million total assets, 301 staff (220.9 FTE), 74 volunteers, two campuses, 12 acute beds, 82 residential aged care beds and a community health program serving a catchment of more than 14,100 people.

**Location.** Port Fairy, Victoria, with a second campus at Koroit around 20 kilometres away. Relocation to the South West is expected.

**Contract.** Fixed term to be negotiated.

**Working arrangement.** Regular presence across both campuses and in the community is central to the role.

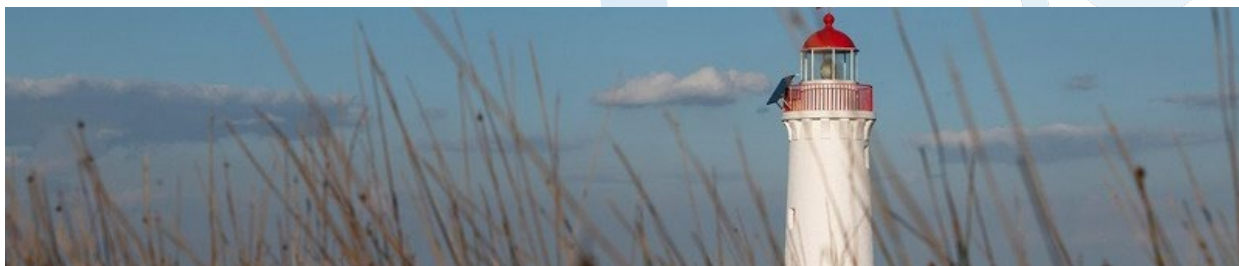
**Package.** Set within Victorian public health service executive remuneration arrangements (HEER).

Moyne Health Services is seeking a Chief Executive to lead a well-run, financially sound rural health service through the most significant change in the Victorian rural health operating model in a generation, while protecting the community trust built over 177 years.

### What the incoming Chief Executive will do

- **Lead within the Network:** represent MHS as an active and respected member of the South West Local Health Service Network, deliver on the Statement of Expectations, and pursue shared services that reduce duplication without eroding local decision-making.
- **Hold financial sustainability:** build on the return to operating surplus, manage a circa \$30 million revenue base across state funding, aged care, community programs and capital, and deliver the Budget Action Plan.
- **Lead the aged care agenda:** deliver compliance and quality under the new Aged Care Act and strengthened Standards, complete the Support at Home transition, sustain occupancy across both homes, and take the regional leadership role the Strategic Plan claims.
- **Assure safe, high-quality care:** sustain clinical governance under the Victorian Clinical Governance Framework across acute, urgent, residential and community services, maintain accreditation, and keep transfer rates within benchmark through the nurse-led Urgent Care model and virtual care.
- **Secure medical services:** work with the local medical clinic and visiting medical officers to sustain 24/7 on-call cover and, over time, a more integrated relationship between general practice and the health service.
- **Rebuild the communication compact:** engage the community honestly on what MHS does and does not provide, deliver the Community Connect newsletter, the annual Koroit survey and the Board's advocacy framework, and be visible in both townships.
- **Grow the workforce:** attract, retain and develop staff in a thin rural labour market, build succession beneath the executive, and sustain a values-led culture in a workforce with unusually long tenure.
- **Steward the strategy:** deliver the Strategic Plan 2025-2028 and the annual Statement of Priorities, and give the Board the reporting and evidence it needs to hold the organisation to account.

## LIVING AND WORKING IN THE SOUTH WEST



Moyne Shire covers around 5,480 square kilometres of coastline, volcanic plains and farmland, wrapping entirely around the City of Warrnambool. Around 17,400 people live across more than fifty townships and localities, in a mild maritime climate: summers in the low twenties, winters between 8 and 14 degrees, and, by the Shire's own count, some 300 days of good surf a year.

- **Port Fairy:** a coastal town of around 3,900 at the mouth of the Moyne River, home to one of Victoria's largest fishing fleets and to fifty buildings protected by the National Trust. It won the international Liveable Communities award for towns under 20,000 in 2012. The Folk Festival has run every Labour Day weekend since 1977 and the Spring Music Festival since 1990, and Griffiths Island, a short walk from the main street, holds a breeding colony of short-tailed shearwaters.
- **Koroit:** twenty kilometres north east on the rim of Tower Hill, and one of Australia's most complete surviving examples of an early Irish settlement. Its Irish Festival fills six stages along the main street each autumn, and the volcanic soil that drew Irish potato growers now carries one of the country's most productive dairy districts.
- **Warrnambool, 29 kilometres away:** a regional city of around 33,000 providing the specialist healthcare, secondary schooling and major retail the smaller towns do not, including South West Healthcare, a Deakin University campus and South West TAFE. Southern right whales calve at Logans Beach through winter, and the Great Ocean Road ends just to the east.
- **Getting to Melbourne:** about three hours by road, or five V/Line express services each way on weekdays between Warrnambool and Southern Cross, taking around three and a half hours.
- **Schools and study:** twelve schools across the shire, with kindergarten and childcare locally, and secondary and tertiary options in Warrnambool and Hamilton.
- **Housing:** the shire spans a wide range. Port Fairy carries a genuine coastal premium, while Koroit, Mortlake and the inland townships are markedly more affordable.
- **Country:** the shire sits on the traditional lands of the Eastern Maar and Gunditjmara peoples. Tower Hill, at Koroit, was declared Victoria's first national park in 1892, and an hour west the Budj Bim Cultural Landscape was World Heritage listed in 2019 for a Gunditjmara aquaculture system at least 6,600 years old, among the oldest known anywhere.
- **A working economy:** the Shire reports a gross regional product of around \$1.5 billion, close to 7,000 local jobs, one of Victoria's lowest unemployment rates and about \$120 million in annual visitor spending, on a base producing roughly a third of the state's dairy, beef and wool.



## WHAT YOU WILL BRING

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MHS is not looking for a candidate who satisfies every line below. It is looking for depth across the essentials, genuine credibility with a rural community, and the disposition to lead a small service through a period of sector change.

### Essential

- Senior executive leadership in health or human services: rural or regional health, acute care, aged care or integrated community health, at Chief Executive, deputy or executive director level.
- A plain, honest communication style, and the willingness to be visible and accessible across two campuses and the wider community.
- Command of clinical governance, with a demonstrated record of assuring safe, high-quality care and maintaining accreditation.
- Financial stewardship of a comparable revenue base, with multiple funding streams, capital planning and statutory reporting obligations.
- Experience reporting to a skills-based statutory or non-executive board and its committee structure, with the transparency and evidence base the public sector expects.
- Stakeholder and network leadership: the credibility to represent the service to government, partner health services and the community, and to negotiate shared arrangements without losing local identity.
- Political and external acuity: a sound read of the operating environment, including the direction of health service reform, Department of Health and Network dynamics, and local and state political sensitivities, with the judgement to advocate for MHS and position it well within them.
- Proven change leadership, with the judgement to sequence change in a small organisation and bring a long-serving workforce with you.

### Highly desirable

- Rural or regional health experience, and a working understanding of dispersed catchments, transport barriers and thin workforce markets.
- Aged care currency: the new Aged Care Act, the strengthened Aged Care Standards, Support at Home and public sector residential aged care.
- Familiarity with the Victorian environment: the Health Services Act 1988, Statements of Priorities, the Health Services Plan and Local Health Service Networks.
- Experience sustaining medical services in a small rural setting, including visiting medical officer and general practice relationships.
- Relevant postgraduate qualifications in health administration, business or a clinical discipline.

### Working at Moyne Health Services

- A commitment to the values of Collaboration, Accountability, Respect and Excellence, and to Best Care, Every Person, Every Time.
- Willingness to make the South West region home, and to lead with visibility at Port Fairy and Koroit alike.
- Genuine respect for a workforce and volunteer base with deep, long-standing ties to the community.
- Commitment to cultural safety and to MHS's reconciliation journey with the Gunditjmara People and Eastern Maar Nation.
- Appointment is subject to the checks required of a Victorian public health service executive, including a National Police Check and relevant statutory declarations.



## THE RECRUITMENT PROCESS

Searchlight Group manages every stage of this appointment on behalf of the Moyne Health Services Board. The process is rigorous, confidential and respectful of your time, and we provide feedback at each stage. The selection decision rests entirely with the Board.

| Stage                                    | What happens                                                                                                      | Indicative timing        |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>1 • Apply or enquire</b>              | A CV and short cover letter to Searchlight Group, or a confidential conversation first.                           | From now                 |
| <b>2 • Initial conversation</b>          | A discussion with Michael Holdway about the role, the region and your background.                                 | September 2026           |
| <b>3 • Structured interview</b>          | A structured, competency-based interview with Searchlight Group, plus written assessment and conflicts screening. | Late September 2026      |
| <b>4 • Shortlist</b>                     | Written candidate assessments and a benchmarking matrix presented to the Board.                                   | Early - mid October 2026 |
| <b>5 • Board interviews</b>              | Interviews with the Board's selection panel.                                                                      | Mid to late October 2026 |
| <b>6 • Referencing and due diligence</b> | Comprehensive structured referee checks, verification and pre-employment screening.                               | Late October 2026        |
| <b>7 • Offer and appointment</b>         | Offer negotiation, contract finalisation and onboarding support.                                                  | Subject to notice period |

*Timing is indicative and will be confirmed with the Board. Applications are reviewed as they are received, so early contact is encouraged. The Board's preferred candidate is recommended to the Department of Health, and the appointment is subject to final sign-off by the Secretary.*

## HOW TO APPLY

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Please send a CV and a short cover letter setting out what you would bring to Moyne Health Services through the website portal link: <https://searchlightgroup.com.au/jobs/chief-executive-officer-5/>

Closing date for applications is midnight on Sunday 20<sup>th</sup> of September. If you have any questions before applying, please contact Michael Holdway in confidence.

### About Searchlight Group

Searchlight Group is a Melbourne-based executive search firm specialising in the public and for-purpose sectors. We have led Chief Executive appointments across health, aged care, community health and government, including state health leadership appointments requiring direct engagement with departments and ministers. Michael Holdway leads this engagement personally, and every conversation is confidential.

### Contact

Michael Holdway · Managing Director, Searchlight Group

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*This pack is provided in confidence for candidates considering the Chief Executive Officer role at Moyne Health Services. It remains the property of Searchlight Group.*



**Position:** Chief Executive Officer

**Reports To:** Board of Directors

**Department:** Chief Executive's Office

**Award:** HEER

**Minimum Qualifications:** A combination of the following, in conjunction with significant workplace experience:

- Tertiary qualification in Management, Health or related discipline are essential
- Post Graduate qualifications in Leadership, Management or equivalent

**Key Selection Criteria  
(Essential):**

**Essential Experience**

- Demonstrated senior executive leadership experience within the health services sector, with responsibility for organisational performance, strategic planning, workforce management and service delivery outcomes.
- Proven experience in financial stewardship, including budget development and management, long-term financial sustainability, resource optimisation and capital planning.
- Sound understanding of contemporary governance principles, risk management frameworks, compliance obligations and effective engagement with Boards of Directors.
- Demonstrated knowledge of clinical governance, quality and safety systems, accreditation requirements and continuous improvement processes within healthcare settings.

**Specialist Skills and Knowledge**

- Demonstrated understanding of the rural and regional healthcare environment, including workforce challenges, service access issues, funding models and community health needs.
- Well-developed understanding of State and Local Government political, legislative, regulatory and socio-economic environments and their impact on the delivery and sustainability of health services.
- Demonstrated ability to lead, implement and evaluate innovative and strategic approaches to healthcare delivery, particularly in environments experiencing significant change and reform.
- Demonstrated understanding of digital health systems, information technology, data management and the strategic application of technology to enhance organisational performance and patient outcomes.



- Proven ability to develop and execute effective stakeholder engagement, communications and community relations strategies that strengthen organisational reputation and community confidence.

### **Leadership and Interpersonal Capabilities**

- Exceptional verbal, written and interpersonal communication skills, with the ability to influence, negotiate and build strong relationships with a diverse range of stakeholders.
- Demonstrated ability to develop and lead high-performing teams, fostering a culture of accountability, collaboration, innovation and continuous improvement.
- Proven capacity to build and maintain productive partnerships with government agencies, health services, community organisations, funding bodies, health professionals and consumer groups.
- Demonstrated leadership in organisational change management, including the ability to engage stakeholders, manage complex challenges and successfully deliver strategic outcomes.
- Highly developed organisational, prioritisation and time management skills, with the ability to balance strategic leadership responsibilities alongside operational demands.

### **Position Dimension:**

#### Internal Liaisons:

- All staff
- Board of Directors

#### External Liaisons:

- Other Health Service Provides
- Community Organisations and other relevant bodies
- Accreditation Bodies
- Government Bodies

### **Date:**

September 2026

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## **ORGANISATIONAL PURPOSE AND VALUES**

### **Our Purpose**

Best Care - Every person, every time

### **Our Values (C.A.R.E.)**



**Collaboration**

*More we, Less me*



**Accountability**

*Own it. Do It.*



**Respect**

*Everyone matters*



**Excellence**

*Better, best, brilliant*



## **PRIMARY OBJECTIVES**

The Chief Executive Officer (CEO) is responsible for providing strategic leadership and overall management of Moyne Health Services, ensuring the delivery of high-quality, sustainable, and community-focused health services. Working in partnership with the Board, the CEO will lead the organisation in achieving its strategic outcomes, while ensuring compliance with all legislative, regulatory, governance, and accreditation requirements.

The CEO is accountable for the effective management of all organisational operations, resources, and workforce, and will drive the development, implementation, monitoring, and evaluation of strategic plans, policies, programs, and initiatives across all areas of the health service. The role is pivotal in fostering a culture of excellence, innovation, safety, and continuous improvement, whilst building strong relationships with staff, consumers, community stakeholders, government agencies, and partner organisations to support the long-term sustainability and growth of Moyne Health Services.

## **DUTIES AND RESPONSIBILITIES**

### **LEADERSHIP AND GOVERNANCE**

- Provide strategic, visible and values-based leadership to Moyne Health Services, both internally and externally.
- Lead the implementation of the organisation's purpose, strategic priorities and Board-approved objectives.
- Build and maintain a positive organisational culture that promotes accountability, collaboration, innovation and continuous improvement.
- Develop a productive and effective working partnership with the Board and support the Board in the fulfilment of its governance responsibilities.
- Implement Board decisions and serve as the principal communication link between the Board and the organisation.
- Provide timely, accurate and strategic advice, recommendations and reports to the Board to support informed decision-making.
- Ensure effective organisational governance, risk management and compliance frameworks are established and maintained.
- Represent Moyne Health Services in dealings with government agencies, funding bodies, industry organisations, community groups and key stakeholders.

### **STRATEGIC PLANNING AND ORGANISATIONAL PERFORMANCE**

- Lead the development, implementation, monitoring and evaluation of the organisation's Strategic Plans and associated operational plans.
- Ensure organisational objectives are translated into measurable outcomes and performance indicators.
- Identify emerging healthcare trends, opportunities and challenges and implement strategies to support organisational sustainability and growth.
- Lead service planning and development activities to ensure services continue to meet the current and future needs of the community.
- Prepare and oversee strategic submissions, funding proposals and business cases that support service development and sustainability.
- Ensure the preparation, implementation and monitoring of the Health Service Agreement and other statutory planning requirements.



## **CLINICAL GOVERNANCE, QUALITY AND ACCREDITATION**

- Ensure effective clinical governance systems are in place to support safe, high-quality, person-centred care.
- Promote a culture of quality, safety and continuous improvement across all service areas.
- Ensure service quality improvement initiatives are identified, implemented, monitored and evaluated.
- Maintain compliance with all relevant legislation, regulations, standards and funding requirements.
- Ensure ongoing accreditation and certification requirements are achieved and maintained, including:
  - Australian Council on Healthcare Standards (ACHS)
  - Aged Care Quality Standards
  - National Disability Insurance Scheme (NDIS) Practice Standards
  - Any other applicable regulatory or accreditation frameworks.
- Ensure robust systems are in place for risk management, incident management and organisational compliance.

## **WORKFORCE LEADERSHIP AND PEOPLE MANAGEMENT**

- Provide strategic leadership to the Executive Leadership Team and foster a high-performing, collaborative and accountable organisational culture.
- Ensure appropriate organisational structures, delegations and succession arrangements are in place to support the effective operation of the health service.
- Champion workforce sustainability through the endorsement and oversight of workforce planning, succession planning and capability development strategies.
- Promote a workplace culture that supports employee engagement, wellbeing, inclusion, safety and continuous professional development.
- Ensure appropriate systems, policies and practices are in place to support compliance with employment legislation, industrial instruments, professional standards and organisational requirements.
- Ensure employee performance, conduct and professional standards are managed effectively through established organisational frameworks and delegated management responsibilities.
- Foster positive and productive relationships between employees, Visiting Medical Officers, consumers, volunteers, partner organisations and the broader community.
- Promote a safe, respectful and healthy workplace and ensure organisational compliance with workplace health and safety obligations.
- Support and empower the People & Culture function to deliver contemporary workforce strategies that attract, retain and develop a skilled and engaged workforce.
- Monitor workforce performance, capability and culture through appropriate reporting and governance mechanisms, ensuring workforce risks and opportunities are proactively addressed.

## **FINANCIAL STEWARDSHIP AND RESOURCE MANAGEMENT**

- Ensure the financial sustainability and long-term viability of Moyne Health Services.
- Lead the preparation, implementation and monitoring of annual budgets and financial plans in collaboration with the General Manager Support Services.
- Monitor organisational financial performance and ensure effective stewardship of financial, physical and human resources.
- Identify and pursue opportunities for revenue growth, funding diversification and capital investment.
- Secure and maintain funding arrangements with government agencies, grant providers and community stakeholders.
- Act as Public Officer for Moyne Health Services and ensure compliance with all financial and statutory obligations.
- Ensure that financial management practices support the strategic goals and service delivery objectives of the organisation.



## **INFRASTRUCTURE, SERVICE DEVELOPMENT AND INNOVATION**

- Lead the planning, development and delivery of organisation-wide service improvement initiatives.
- Oversee the planning and implementation of infrastructure, capital works and facility development projects.
- Promote innovative approaches to healthcare delivery and organisational improvement.
- Ensure emerging technologies and digital health solutions are considered and implemented where appropriate to improve efficiency, service quality and patient outcomes.
- Identify service gaps, emerging community needs and opportunities for service expansion and enhancement.

## **STAKEHOLDER ENGAGEMENT, ADVOCACY AND COMMUNITY RELATIONS**

- Develop and maintain strong relationships with consumers, community members, government agencies, health services, local government, partner organisations and funding bodies.
- Advocate for the healthcare needs of the community and the interests of Moyne Health Services.
- Promote the services, achievements and strategic priorities of the organisation within the community and healthcare sector.
- Represent Moyne Health Services at local, regional, state and national forums, meetings and industry events.
- Lead stakeholder engagement, communication and public relations activities that enhance community confidence and organisational reputation.
- Foster partnerships that support improved health outcomes and integrated service delivery.

## **RESEARCH, EDUCATION AND CONTINUOUS IMPROVEMENT**

- Support organisational participation in research, education and service improvement initiatives.
- Encourage evidence-based practice, innovation and continuous learning across the organisation.
- Monitor developments, trends and reforms in health, aged care and disability services and ensure organisational preparedness.
- Promote opportunities for workforce education, leadership development and professional growth.
- Ensure programs and projects are effectively planned, funded, implemented and evaluated to achieve desired outcomes.

## **GENERAL OBLIGATIONS**

- Comply with all applicable legislation, regulations, standards, organisational policies, by-laws, values and Codes of Conduct.
- Demonstrate leadership consistent with the values and strategic objectives of Moyne Health Services.
- Uphold the highest standards of professional integrity, ethics, confidentiality and accountability.
- Maintain compliance with workplace health and safety, infection prevention and control, emergency management and risk management requirements.
- Participate in performance review and professional development processes.
- Promote a safe, respectful, inclusive and culturally responsive workplace.
- Champion consumer-centred care, continuous improvement and quality outcomes across the organisation.
- Act at all times in a manner that enhances the reputation of Moyne Health Services and supports positive health outcomes for the community.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**





The incumbent reports to the Board, through the Chairperson, and is accountable for the overall operations of Moyne Health Services. The Chief Executive Officer ensures that all appropriate financial and statutory records are kept and meet with Legislative requirements. The incumbent is expected to manage the operation of Moyne Health Services, so that Board decisions are carried out and completed in a timely manner and within budget.

The incumbent is accountable for the integrity of information presented in reports to the Board. Performance will be measured annually, in line with guidelines established between the incumbent and the Board.

## JUDGEMENT AND DECISION MAKING

Historically, guidance and advice is not often available within the timeframe required to make a decision, and the incumbent will encounter new situations they will be expected to solve problems that require original approaches with little reliance upon precedent.

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. Duties and responsibilities may be reviewed according to service requirements

| Position Requirements                                                                                                                   |              |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------|
| A satisfactory NDIS check must be provided prior to commencement at MHS.                                                                | Required     |
| Evidence of Professional Registration                                                                                                   | Required     |
| Evidence of Professional Qualification                                                                                                  | Required     |
| Valid Victorian Driver's Licence                                                                                                        | Required     |
| Valid Trade Licence                                                                                                                     | Not Required |
| Satisfactory Working with Children Check                                                                                                | Required     |
| Undertake Pre-Employment Check as per MHS policy (This is mandatory prior to commencement and when required during employment)          | Required     |
| Typical Work Schedule                                                                                                                   |              |
| This position is worked in business hours between Monday and Friday.<br>Availability to work additional hours occasionally is required. | Required     |

## JOB DEMANDS CHECKLIST

Moyne Health Services endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

| Frequency Definitions |              |                                                            |
|-----------------------|--------------|------------------------------------------------------------|
| I                     | = Infrequent | Activity may be required very infrequently                 |
| O                     | = Occasional | Activity required occasionally, not necessarily all shifts |



| <b>F</b>                    | <b>= Frequent</b>                                                                                                                      | Activity required most shifts, up to 50% of the time                                                      |   |   |   |     |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---|---|---|-----|
| <b>C</b>                    | <b>= Constant</b>                                                                                                                      | Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods |   |   |   |     |
| <b>N/A</b>                  | <b>= Not Applicable</b>                                                                                                                | Activity not performed                                                                                    |   |   |   |     |
| Aspects of Normal Workplace |                                                                                                                                        | Frequency                                                                                                 |   |   |   |     |
| Demands                     | Description                                                                                                                            | I                                                                                                         | O | F | C | N/A |
| <b>Physical Demands</b>     |                                                                                                                                        |                                                                                                           |   |   |   |     |
| Sitting                     | Remain seated to perform tasks                                                                                                         |                                                                                                           |   | √ |   |     |
| Standing                    | Remain standing to perform tasks                                                                                                       |                                                                                                           |   | √ |   |     |
| Walking                     | Periods of walking required to perform tasks                                                                                           |                                                                                                           |   | √ |   |     |
| Bending                     | Forward bending from waist to perform tasks                                                                                            | √                                                                                                         |   |   |   |     |
| Kneeling                    | Remaining in a kneeling position to perform tasks                                                                                      | √                                                                                                         |   |   |   |     |
| Lifting/Carrying            | Light lifting and carrying                                                                                                             |                                                                                                           |   |   |   | √   |
|                             | Moderate lifting and carrying                                                                                                          |                                                                                                           |   |   |   | √   |
|                             | Assisted lifting (mechanical, equipment, person assist)                                                                                |                                                                                                           |   |   |   | √   |
| Working at Heights          | Ascending and descending ladders, stools, scaffolding                                                                                  |                                                                                                           |   |   |   | √   |
| Pushing / Pulling           | Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment                                                          |                                                                                                           |   |   |   | √   |
| Reaching                    | Arms fully extended forward or raised above shoulder                                                                                   | √                                                                                                         |   |   |   |     |
| Crouching                   | Adopting a crouching posture to perform tasks                                                                                          | √                                                                                                         |   |   |   |     |
| Foot Movement               | Use of leg and/or foot to operate machinery                                                                                            |                                                                                                           |   |   |   | √   |
| Head Postures               | Holding head in a position other than neutral (facing forward)                                                                         | √                                                                                                         |   |   |   |     |
| Fingers/Hand/Arm Movement   | Repetitive movements of fingers, hands and arms e.g. computer keyboarding                                                              |                                                                                                           |   | √ |   |     |
| Grasping/Fine Manipulation  | Gripping, holding, clasping with fingers or hands                                                                                      | √                                                                                                         |   |   |   |     |
| Driving                     | Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus, etc. |                                                                                                           |   |   |   | √   |

| Aspects of Normal Workplace       |                                                                                               | Frequency |   |   |   |     |
|-----------------------------------|-----------------------------------------------------------------------------------------------|-----------|---|---|---|-----|
| Demands                           | Description                                                                                   | I         | O | F | C | N/A |
| <b>Psychosocial Demands</b>       |                                                                                               |           |   |   |   |     |
| Distressed People                 | Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations | √         |   |   |   |     |
| Aggressive / Unpredictable People | Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness      | √         |   |   |   |     |



|                                    |                                                                                                               |   |   |  |  |   |
|------------------------------------|---------------------------------------------------------------------------------------------------------------|---|---|--|--|---|
| Exposure to Distressing Situations | E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased                             | √ |   |  |  |   |
| <b>Environmental Demands</b>       |                                                                                                               |   |   |  |  |   |
| Gases                              | Working with explosive or flammable gases requiring precautionary measures                                    |   |   |  |  | √ |
| Liquids                            | Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE) |   |   |  |  | √ |
| Noise                              | Environmental/background noise necessitates people raising their voice to be heard                            | √ |   |  |  |   |
| Biological Hazards                 | E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE                                      |   | √ |  |  |   |
| Cytotoxic Hazards                  | Handling and/or preparation of cytotoxic materials                                                            |   |   |  |  | √ |
| Radiation                          | Working with radiologic equipment                                                                             |   |   |  |  | √ |

I acknowledge that I have received a copy of this position description, I have read and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the Job demands checklist, understand its content, and agree to work in accordance with the requirements of this position.

| APPROVALS        | Name | Signature | Date |
|------------------|------|-----------|------|
| Department Head: |      |           |      |
| Employee:        |      |           |      |

