
	POSITION DESCRIPTION	PD246	Executive Director - Wellness	
		Version	1.0	

POSITION TITLE:	Executive Director – Wellness
CLASSIFICATION:	Executive Contract
REPORTS TO:	Chief Executive Officer
DATE REVIEWED:	January 2019

POSITION OBJECTIVE:

The Executive Director - Wellness provides strategic and operational leadership of programs focussed on developing our strategic priorities to improve primary health care especially for our Indigenous and aged populations, and those in the community suffering from chronic disease. The role will do this by building strategic partnerships and alliances with health and social service organisations for the purpose of keeping people healthy and out of hospital – promoting wellness.

The role ensures that all relevant services are aligned to the strategic goals of NCPHN and responsive to needs of the community, with a focus on:



- Developing and implementing collaborative, innovative, cross-sector initiatives with the NSW and MNC Local Health Districts and other key providers of primary care e.g. Aboriginal-Controlled Medical Services
- Promoting and supporting a systematic program of integrated health care at the regional level

The position is required to represent NCPHN in appropriate local and state policy forums and to contribute to planning and decision-making across the NCPHN and the health system.

KEY RESPONSIBILITIES:

- Develop and foster stakeholder relationships and partnerships with primary and hospital care providers and social services across the NCPHN footprint
- Undertake planning and consultation across the region to improve system and service integration, with due consideration of resources, competing needs and priorities
- Work closely with the leadership team to ensure engagement with clinicians and communities to shape our Aboriginal, Aged and Chronic Disease management strategies to foster wellness and inform the design of projects and programs
- Work closely with NCPHN teams, and collaborate with external stakeholders, to drive innovative approaches to system and service integration
- In partnership with stakeholders, develop and implement innovative projects and programs that are both responsive to local needs and enhance service and system integration
- Convene specialised forums and collaboratives to increase partnerships and joint actions, with the aim of reducing care fragmentation and improving health outcomes
- Drive the process of health system reform, with a focus on standardising health care and improving patient outcomes
- Articulate the NCPHN mission and priorities to ensure outcomes are achieved and performance targets are met
- Lead, manage and develop staff to effectively execute all aspects of promoting and supporting system and service integration especially related to Aboriginal Health, Aged Care and Patient Centred Care
- Work closely with the Commissioning Directorate to ensure that services and programs being commissioned have integration and collaboration embedded

Author:	PCWD/ CEO	Approved:	Chief Executive	Page 1 of 3
Date:	January 2019	Date:	January 2019	V1.0

	POSITION DESCRIPTION	PD246	Executive Director - Wellness	
		Version	1.0	

Please note that significant intra-region travel and work outside standard office hours may be a requirement of this role

VALUES:

Compassion and Care	<ul style="list-style-type: none"> • Demonstrates a focus on the well-being of the consumer
Fairness and Integrity	<ul style="list-style-type: none"> • Nurtures the personal and professional development of staff • Holds self and others accountable for making principled decisions; addresses unethical behaviours head-on
Learning and Innovation	<ul style="list-style-type: none"> • Takes responsibilities seriously and consistently meets or exceeds the funding body's expectations for quality, service, timeliness, budget management and professionalism • Proactively identifies and addresses the learning needs of staff and self
Openness and Transparency	<ul style="list-style-type: none"> • Seeks opportunities to identify program improvements and new ways of doing things • Provides honest, open and timely feedback to staff regarding their performance
Enthusiasm and Optimism	<ul style="list-style-type: none"> • Identifies all key internal and external stakeholders and maintains appropriate levels of communication with each • Models a positive approach to embracing opportunities and challenges • Creates a team atmosphere of confidence and positivity



SELECTION CRITERIA

Applicants must address **ALL** the Selection Criteria (both mandatory and desirable) in this section

MANDATORY

CAPABILITY FRAMEWORK		Personal Attributes	<ol style="list-style-type: none"> 1. Manages self – is self-driven; uses strong planning and problem solving skills to manage complex projects and programs with calm deliberation 2. Displays resilience and courage - encourages innovation and new ideas; creates an environment for the development of new approaches and creative solutions
		Results	<ol style="list-style-type: none"> 3. Delivers results – uses personal drive and commitment to achieve quality results through rigorous measurement of outcomes 4. Plans and prioritises – develops strategic frameworks for the integration of services, with due regard for political, community and cross-agency perspectives
		People Management	<ol style="list-style-type: none"> 5. Manages reform and change – leads transformational change in a complex and fast-paced environment; demonstrates flexibility and adaptability 6. Manages and develops people - ensures a culture of performance, drives capability development and encourages continuous learning and reflection
		Relationships	<ol style="list-style-type: none"> 7. Works collaboratively – cultivates productive working relationships and partnerships with public and private sectors, local communities and

Author:	PCWD/ CEO	Approved:	Chief Executive	Page 2 of 3
Date:	Jnauary 2019	Date:	January 2019	V1.0

	POSITION DESCRIPTION	PD246	Executive Director - Wellness	
		Version	1.0	



Business Enablers

Other mandatory criteria

- clinicians; identifies opportunities for initiatives to reduce service fragmentation
- 8. **Influences and negotiates** – communicates with influence; persuasively negotiates complex matters with tact and discretion
- 9. **Partnerships and collaboration** – builds wide-ranging alliances and networks; identifies opportunities for collaboration and integration; establishes a reputation as a leader of engagement and reform
- 10. Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, and continuous improvement principles

DESIRABLE

Desirable criteria

- 11. Tertiary qualifications in a related discipline
- 12. Experience with or knowledge of not for profit entities, primary health care and the current health reform agenda in Australia
- 13. Highly developed financial and human resource management skills

APPOINTMENT SUBJECT TO:

1. Completion of 100 point identification check
2. Criminal record clearance
3. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
4. Current Class C Driver's Licence

PERFORMANCE INDICATORS:

To be established with the Chief Executive Officer within the 3 month probationary period.

ACKNOWLEDGEMENT:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:	
Signature:	
Date:	

Author:	PCWD/ CEO	Approved:	Chief Executive	Page 3 of 3
Date:	January 2019	Date:	January 2019	V1.0