



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Executive & Governance Programs – Full Time

- Develop your career in a high paced executive team environment
- Provide support to the Board and CEO through effective governance programs

The Executive & Governance Programs role supports the CEO and Board with effective provision of Governance support requirements for Swan Hill District Health (SHDH).

The purpose of this role is to manage all administrative functions for the Office of the CEO and secretariat duties to the Board.

Key Selection Criteria:

- Excellent organisational skills with the ability to develop, improve and maintain office systems and processes, including a keen eye for detail.
- Demonstrated experience working in a complex administrative and/or secretarial role.
- Ability to provide exceptional customer service to both internal and external customers.
- Demonstrated ability in coordinating activities across stakeholders to meet the requirements of the role.
- Exceptional interpersonal skills, with a demonstrated ability to interact and communicate with a diverse range of people both internal and external stakeholders.
- Ability to prioritise work effectively and meet required deadlines and schedules with minimal supervision.

About us: Swan Hill District Health is a rural public health service providing high quality health care and support to a catchment community of 32,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- Professional Development opportunities
- Salary Sacrifice/Packaging
- Employee Assistance Program
- Discounted Corporate gym memberships and other benefits

For More information on how to apply and a full position description, please visit: <https://www.shdh.org.au/employment/>

Enquiries about this role should be directed to Fiona Lawrance, Operational Director of People and Culture Ph: (03) 5033 9994 Email: FLawrance@shdh.org.au

Applications and queries relating to this process can be directed to employment@shdh.org.au

Applications can be completed online at <https://www.shdh.org.au/employment/vacancies/> or emailed to employment@shdh.org.au. Complete application will include:

- Complete Application for Employment form
- Cover letter & Resume CV and
- Response to the key selection criteria

Applications will only be accepted from candidates with valid Australian working rights.

Closing date: 11 December 2023

Swan Hill District Health reserves the right to interview applications as they are lodged.

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Position:	Executive & Governance Programs
Classification:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 <i>and subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment.</i>
Department:	Office of the Chief Executive
Reports to:	Chief Executive
Position Summary:	<p>The purpose of the position is to support the CEO and Board with effective provision of Governance administration requirements to SHDH</p> <p>Such duties include providing support for the Board appointments, board communications, Governance (Board and subcommittee) meeting administration, compliance and statutory reporting, governance education and other matters relating to maintaining effective governance systems at SHDH</p>
Responsibilities:	<p>The purpose of this position is to manage all administrative functions for the Office of the Chief Executive and secretariat duties to the Board.</p> <p>This position is responsible for providing support and assistance to the Chief Executive Officer and the SHDH Board of Directors and for performing project management, event coordination, communication and office management as required by CEO.</p> <p>The Executive & Governance Programs role plays a critical role in ensuring workflow synergies and effective communication between the CEO Office, the SHDH executive team and other key stakeholders. The role manages numerous tasks, timelines and competing priorities.</p> <p>The Executive & Governance Program role will promote effective collaboration between the Executive Administration team to provide cohesive and continued support to the Executive Team.</p>
Key Selection Criteria:	<p>Attributes & Skills</p> <ul style="list-style-type: none"> • Excellent organisational skills with the ability to develop, improve and maintain office systems and processes, including a keen eye for detail. • Demonstrated experience working in a complex administrative and/or secretarial role. • Ability to provide exceptional customer service to both internal and external customers. • Demonstrated ability in coordinating activities across stakeholders to meet the requirements of the role. • Exceptional interpersonal skills, with a demonstrated ability to interact and communicate with a diverse range of people both internal and external stakeholders • Ability to prioritise work effectively and meet required deadlines and schedules with minimal supervision. <p>Vaccination</p> <p>Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</p> <p>Qualifications / Certificates</p> <p>Certificate in business administration and/or demonstrated Administrative Assistant experience is highly desirable.</p> <p>National Police Record Check</p> <p>A current and satisfactory National Police Record Check must be presented to the Division of</p>

	People and Culture by all new staff prior to commencement at SHDH
Salary/Award:	Grade HS4 as assessed plus superannuation in accordance with statutory regulations and salary packaging options.
Infection Control:	<ul style="list-style-type: none"> Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> Each staff member is expected to demonstrate a commitment to best practice. All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> Take reasonable care for your safety and the safety of others while at work. Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.

	<ul style="list-style-type: none"> Complete all Mandatory training requirements as identified and directed. Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	
Current:	April 2023
Managers Name:	Peter Abraham
Managers Signature:	
Employees Name:	Amanda Evans
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585