

Eastern Health

POSITION DESCRIPTION

Position Title:	Executive Officer
Award Classification:	In accordance with the <i>Health and Allied Services, Managers and Administrative (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025</i> .
Position Reports to:	Chief Counsel

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Executive Officer is responsible for the professional administration of all work relating to the Eastern Health Board and Board Committees. This role is instrumental in ensuring the Board functions efficiently and effectively to meet its fiduciary responsibilities and accountabilities as outlined by the Minister for Health and relevant legislation applicable to Victorian public health services.

The Executive Officer also provides high level project support to the Chief Executive Officer and is an interface between the governance and strategic functions of the Board and the Chief Executive Officer and executive management team.

The role requires a high level of critical thinking, stakeholder management, diplomacy and confidentiality.

2. KEY DUTIES AND RESPONSIBILITIES

Board administration and governance

- Provide counsel and support to the Board Chair to ensure the Board and the Board Committees function effectively and efficiently.
- In consultation with the Board Chair and the Chief Executive Officer, coordinate all Board and Board Committee meetings by undertaking the following activities:
 - Arrange and coordinate all meetings.
 - Set meeting agendas.
 - Review draft papers being presented to Board to ensure content is consistent with Eastern Health standards and liaise with authors to ensure papers have high standard of content, clarity and presentation.
 - Develop, compile and circulate Board papers to Board and Board Committee members in a timely manner.
 - Assist Board Chair in the conduct of meetings.
 - Take minutes which accurately reflect the matters considered and resolutions passed at meetings and the reasons for all decisions.
 - Initiate and direct actions to give practical effect to meeting resolutions and action items.
 - Ensure open action items are finalised within agreed timelines.
- Develop, review and maintain templates for Board agendas, papers, reports, registers and minutes.
- Ensure effective flow of information:
 - within the Board;
 - to and from the Board and the Board Committees; and
 - between the Chief Executive Officer and the executive management team (as applicable) and the Board.
- Identify opportunities to improve efficiency of information flow between the Board and the Executive.
- Work with the Board Chair, the Chief Executive Officer and the executive management team to advise, evaluate and continuously improve Eastern Health's corporate governance framework to ensure the Board's operations, policies and direction are in accordance with the *Health Services Act 1988* (Vic), *Financial Management Act 1994* (Vic), *Public Administration Act 2004* (Vic), Victorian Public Sector Code of Conduct, Eastern Health's By-Laws, and other regulatory and statutory requirements.
- Work closely with the Board Chair to manage, implement and review the annual Board work plan, Board reviews (both internal and external) Board related projects, Board orientation program, professional development activities and Board performance assessments.
- Act as the central contact for inquiries relating to the Board and its activities and action all correspondence to the Board in an appropriate and timely manner.

- In respect of Board directors:
 - Handle the procedures for newly appointed Board directors ensuring completion of orientation and onboarding activities.
 - Handle the procedures for exiting Board directors;
 - Coordinate professional development programs and maintain a register of ongoing professional development for Board directors;
 - Issue and collate all declarations (including declarations of private interests and related party transactions) required to be given by Board directors and relevant Eastern Health personnel; and
 - Liaise with the Department of Health regarding Board appointments and resignations.
- Assist with preparation of Eastern Health's annual report and delivery of the annual meeting.
- Manage, coordinate and implement projects as directed by the Chief Executive Officer.
- Ensure the Board, Board Committee and executive management team comply with Eastern Health's By-Laws and Board Committee Terms of Reference (as applicable) and conduct regular reviews of the By-Laws and Terms of Reference as scheduled and/or on the instruction of the Board Chair.
- Ensure Eastern Health meets its reporting obligations to the Department of Health.
- Provide advice and support to the Chief Executive Officer and the executive management team on Eastern Health's governance obligations.
- In consultation with the Board Chair, Board and Chief Executive evaluate and continuously improve Eastern Health's corporate governance framework.
- Identify opportunities to improve Board and Board Committee processes including implementation of new technology that will benefit the operation of the Board and Board Committees.
- Liaise with the Chief Counsel as necessary with respect to the interpretation and impact of legislation on the corporate governance of Eastern Health.
- Undertake other duties and tasks as required.

Records Management

- Maintain the Board portal.
- Maintain relevant registers and documents relating to the Board's membership and functions.
- Maintain a high level of record keeping and document management to meet all corporate governance requirements.
- Ensure safe custody of confidential and commercially sensitive documents.
- Manage the safe custody and use of Eastern Health's official seal.

Key Stakeholders

- Board Chair and Board directors
- Chief Executive Officer
- Eastern Health Executive Directors
- Chief Counsel
- Department of Health
- Representatives of Eastern Health's auditors

Key Result Areas

1. Board and Board Committee processes and practices are fit for purpose and evolve to meet the changing needs of the Board.
2. Compliance with the Eastern Health Board and corporate governance framework (e.g. minutes, agendas, action registers etc).

3. Projects and Board action items are completed in accordance with the Board Chair/Chief Executive's expectations and required timelines.
4. Effective relationships with key stakeholders including Chief Executive, Board Directors, Executive Directors and the Department of Health.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the *Occupational Health and Safety Act 2004* (Vic) and the *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic).

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health, you are required to comply with Eastern Health's performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the Eastern Health approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of your employment is confidential and should not be used for any purpose other than the performance of the duties for which you are employed. Staff are bound by the *Privacy and Data Protection Act 2000* (Vic) and the *Health Records Act 2001* (Vic) and the Information Privacy Principles and Health Privacy Principles contained therein.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of Eastern Health. Discriminatory practices, including sexual harassment, are unlawful. Eastern Health will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with your immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

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.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Substantial demonstrated experience in supporting Boards.
- Knowledge of best practice corporate governance frameworks.
- Knowledge and/or experience in Victorian public sector environments.
- Ability to think strategically to act as the “corporate memory” of the Board.
- Proficient drafting, editing and proofing skills.
- Ability to work independently and handle multiple tasks in a fast-paced environment.
- Excellent interpersonal skills, including an ability to influence others and to act with diplomacy, tact, discretion and confidentiality.
- Proficiency in the use of contemporary digital tools and environments.

Desirable

- Tertiary qualification and/or AICD (or equivalent) accreditation.
- Previous experience in a public health sector environment.

Aboriginal & Torres Strait Islander Candidates

Eastern Health’s Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health’s Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au.