



# Executive Director, Queen Elizabeth II Jubilee Hospital

<b>Job Ad Reference:</b>	MS02543358		
<b>Status:</b>	Executive Contract		
<b>Unit/Department:</b>	Queen Elizabeth II Jubilee Hospital, MSH Chief Operating Officer		
<b>Location:</b>	Metro South Hospital and Health Service		
<b>Contact:</b>	Sarah Curran Alumni Global 0474 229 087	<b>Remuneration Package:</b>	\$246 203 to \$266 020 per annum
<b>Classification:</b>	HES2 (High)	<b>Closing date:</b>	Tuesday, 5 March 2024
<b>Online applications:</b>	<a href="https://alumniglobal.com/job/executive-director-qell">https://alumniglobal.com/job/executive-director-qell</a>		
<b>Email applications:</b>	<a href="mailto:executive@alumniglobal.com">executive@alumniglobal.com</a>		

\*\*Applications from third parties will not be accepted\*\*

## Purpose of the role

The Executive Director, Queen Elizabeth II Jubilee Hospital (QEII) ensures Metro South Hospital and Health Service's (MSHHS) strategic and operational objectives are enabled through the provision of high-quality leadership and management of the QEII hospital.

## Your opportunity

- The Executive Director QEII, is a senior member of the Metro South Health (MSH) operational leadership team, collaborating with clinical and corporate leaders to enhance relationships and identify, lead, and support innovative ways to deliver high quality, safe, patient-centred health care, and business outcomes.
- The Executive Director QEII is directly accountable for the overall performance of the Queen Elizabeth II Jubilee Hospital, provides expert advice on operational matters, and contributes to the development of strategic and operational plans, improved business models and processes in alignment with MSH's strategic objectives.

## Queen Elizabeth II Jubilee Hospital

- [QEII hospital](#) is a 208-bed and 24-bed alternative general hospital in Brisbane's rapidly expanding southeast. QEII provides a range of services in the following areas – Emergency Department, General Medicine, Cardiology, Respiratory Medicine, Geriatric Medicine, Rehabilitation, General Surgery, Gynaecology, Orthopaedics, Intensive and Coronary Care, Urology and Outpatients. QEII is well equipped with seven operating theatres, two endoscopy suites and a five-bed Intensive Care Unit. The Emergency Department provides services to approximately 60,000 patients per year.
- Significant capital expansions are planned for the next five years by the Queensland Government.

## Staffing, budget, and line reporting responsibilities

- The position has 4 direct reports and manages a Directorate with over 1300 full time equivalent employees, and associated revenues of approximately \$320 million.
- The position carries a financial delegation of \$5 million and Human Resource (HR) delegations in line with the MSH HR Sub-Delegations Manual.
- The position reports operationally to the Chief Operating Officer.
- Every Executive role within Metro South Health (MSH) is individually and jointly responsible for Key Performance Indicators, Safety and Quality Markers and Outcome Indicators contained in the [Service Level Agreement between MSH and the Department of Health](#).

## Your key responsibilities

Strategic Theme	Responsibilities
<b>Excellent Care</b>	<ul style="list-style-type: none"> <li>▪ Ensure that the necessary structures, frameworks, and processes are in place to enable the provision of excellent patient-centred, clinically safe, efficient, and effective services by the teams within the Directorate.</li> <li>▪ Promote a culture of quality and safety among clinical staff and communicate the need for individuals to understand their contribution to quality and safety outcomes in patient care.</li> <li>▪ As an Executive leader, actively demonstrate and promote MSH's approach of zero tolerance towards violence and commit to supporting those affected by domestic and family violence in accordance with policies and mechanisms. Model and influence a workplace culture where patients and other staff are treated fairly and with mutual respect and understanding, regardless of cultural, religious, ethnic, and linguistic backgrounds, gender, identity, ages, or abilities.</li> </ul>
<b>Deliver Great Value</b>	<ul style="list-style-type: none"> <li>▪ Work with the Chief Operating Officer and in partnership with the Clinical Streams and other Directorates to deliver and foster innovative service delivery and staffing models within available resources that maximise service efficiency and effectiveness.</li> <li>▪ Ensure the sustainable delivery of QEII services through effective budget management and planning, fiscally responsible decision-making, and strategically minded resource prioritisation.</li> <li>▪ Ensure that governance and management systems are in place to enable the effective management of performance indicators across the Directorate as agreed with the Chief Operating Officer.</li> <li>▪ Lead the delivery of operational plans for the Hospital through strong governance and risk management frameworks and protocols, providing timely and accurate reporting with a focus on outcomes.</li> </ul>
<b>Innovation and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Develop strong relationships/partnerships with a range of internal and external stakeholders including government agencies, community groups, service providers, education and research bodies, staff, clinicians, clients/consumers.</li> <li>▪ Support MSHs' engagement with practitioner groups and other stakeholders by ensuring that their needs, expectations, and interests are included in health service planning and evaluation.</li> <li>▪ Foster positive and collaborative staff/union relationships by championing a high performing, values-driven, safety conscious workplace culture where people are rewarded and recognised for their contributions, treated fairly, respectfully and with dignity.</li> <li>▪ Ensure ethical and values-based decision making in the management and achievement of organisational goals.</li> </ul>

<p><b>An Exceptional Workforce</b></p>	<ul style="list-style-type: none"> <li>▪ Demonstrate values-based leadership, role model the highest standard of ethical conduct and set the tone for others to follow.</li> <li>▪ Lead and build workforce capability and capacity by acquiring, retaining, and ensuring ongoing engagement of a highly competent, capable, and sustainable workforce, including proactive management of performance appraisal and development processes, within a positive workplace environment.</li> <li>▪ Lead and contribute to the development of a positive and productive organisational culture.</li> <li>▪ Adhere to defined service quality standards and health and safety policies and procedures to ensure high quality, safe services, and workplaces.</li> <li>▪ Value and respect the needs and contributions of MSH Aboriginal and Torres Strait Islander staff and clients and a commitment to the development of cultural competence across MSH.</li> <li>▪ Exercise all duties in a principled way, compatible with human rights, by putting people first in all actions, decisions, and interactions.</li> <li>▪ As an Executive of MSHHS, in addition to the Work Health and Safety obligations as an employee, exercise the duties of an officer in accord with Section 27 <i>Work Health and Safety Act 2011</i>(the Act). This includes exercising due diligence (S27 (5)) in relation to maintaining an up-to-date knowledge of work health and safety (WHS) matters, an understanding of MSH operations and associated hazards, making available resources and processes to minimise WHS risks, ensuring processes to acquire and respond to information on incidents, hazards and risk are in place, as well as processes to comply with WHS duties and obligations under the Act.</li> <li>▪ Maintain and demonstrate a personal commitment to currency of knowledge and skills in health service management.</li> </ul>
<ul style="list-style-type: none"> <li>▪ In addition to the above, undertake other functions as agreed with the Chief Operating Officer.</li> </ul>	

## Mandatory qualifications, professional registration, and other requirements

- **Vaccine Preventable Disease (VPD):** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
  - measles, mumps, rubella (MMR)
  - varicella (chicken pox)
  - pertussis (whooping cough)
  - hepatitis B
- This role is defined as a Business Operator that delivers child-related health services and is deemed regulated employment under the *Working with Children (Risk Management and Screening) Act 2000*. You must hold a Working with Children Blue Card prior to appointment to this position.
- While not mandatory a relevant tertiary qualification in health service management, or a related discipline would be well regarded.
- Substantial experience in executive leadership within a large health service environment is considered highly desirable for demonstrating achievement of the responsibilities of the position.
- This position may be required to work outside core business hours and participate in on call duties.
- This position requires the incumbent to operate a class C motor vehicle, and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.

## Are you the right person for the job?

How we do things is as important as what we do, therefore within the context of the responsibilities described under 'Your key responsibilities,' the ideal applicant will be someone who can demonstrate the following:

- Proven superior strategic leadership and business capability at an executive level in a large and complex health organisation. It is expected the successful applicant will have a significant record of achievement in setting business direction and managing performance through accountability, along with experience in implementing innovative and sustainable service delivery improvements, preferably in a health service environment.
- Strong proven record of accomplishment in developing, implementing, and evaluating practical and innovative business models and solutions, across and within areas of responsibility that demonstrably enhance performance and are value for money, and that improve patient and consumer outcomes.
- Demonstrated high level management skills and knowledge, including in the areas of planning, performance monitoring and improvement, resource, and budget management in a demanding high-pressure environment.
- Demonstrated executive level experience in fostering cohesive services and multidisciplinary teams that value performance, improvement, collaboration, and innovation.
- Demonstrated values-based leadership, which role models the highest standard of ethical conduct and sets the tone for others to follow.
- Demonstrated executive level communication, negotiation, persuasion, and interpersonal skills, including proven experience in developing high level strategies for communicating and consulting with government organisations, internal and external stakeholders, professional bodies, non-government organisations, academic bodies, and the community

## How to apply

Please provide the following information to the panel to assess your suitability:

- A short-written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge, and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV (Curriculum Vitae) or resume, including two referees. You must seek approval prior to nominating a person as a referee.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their [right to work in Australia](#).

## Your employer

**Metro South Health** is [Australia's first digital health service](#) and one of the largest and in Queensland, with an estimated residential population of approximately one million people or 23 per cent of Queensland's population.

Metro South Health is situated in the South-East corner of Queensland from the Brisbane River in the north to the Redland City Council in the east, and to the Scenic Rim Shire down to the border of New South Wales in the south-west. It is the most culturally diverse area of Queensland with 28.5% of the community born overseas and 16% from non-English speaking countries.

**Our ICARE<sup>2</sup> values of Integrity, Compassion, Accountability, Respect, Engagement and Excellence**, shape our culture within Metro South Health. Our values guide our day-to-day decision making and are fundamental to what we care about as a health service, how we behave, how we interact with each other and provide care to the many patients who come through our doors every day.





## INTEGRITY

We are authentic, truthful, and transparent, and strive for equity for all.



## COMPASSION

We care for one another and ourselves with empathy, kindness and support.



## ACCOUNTABILITY

We are accountable for our decisions, actions and behaviour.



## RESPECT

We foster an environment of safety, civility, and inclusion.



## ENGAGEMENT

We are one team working together to achieve our best outcomes.



## EXCELLENCE

We empower each other and inspire innovation to deliver excellence.

## Workplace diversity

Metro South Health is committed to providing a diverse and inclusive workplace for our people and our community. We encourage people of all genders, races, ages, and abilities to apply for roles within our Health Service and strive to ensure that our workplace is free from all forms of discrimination and harassment.

## Flexible working arrangements

Metro South Health supports and encourages work-life balance for the mutual benefit of Metro South Health and its employees. Work-life balance is about a person's ability to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements such as leave flex time accrual or a reduction in working hours, there is an opportunity to match the individual's requirements with those of the workplace – delivering quality health services.

## Additional information

For further information about this opportunity and the benefits and conditions of working at Metro South Health please refer to the **Information for Applicants** document attached with this SmartJobs advertised vacancy.