



Chief Executive Officer

Dental Health Services Victoria

Purpose:

The CEO reports directly to the Board of Directors and has the primary responsibility of providing effective leadership and management to DHSV in accordance with the Health Services Act 1988.

Reporting to and accountable to the Board of Directors, the functions of the CEO are:

- To provide strategic leadership to DHSV to ensure the provision and purchase of high quality, effective and efficient publicly funded oral health services;
- In collaboration with the Board of Directors and the Executive Team develop, implement and manage the successful achievement of DHSV’s statements of priorities, strategic plans, business plans, strategies, budgets and other requests as instructed by the Board;
- To prepare material for consideration by the Board including statements of priorities, strategic plans, strategies and budgets;
- To ensure that the Board and its Committees are assisted and provided with relevant information to enable them to perform their functions effectively and efficiently;
- To implement effective and accountable systems to monitor and improve the quality, safety and effectiveness and effectiveness of health services provided by DHSV;
- To ensure that DHSV continuously strives to improve the quality and safety of health services it provides and to foster innovation;
- To ensure that the Board’s decisions are implemented effectively and efficiently throughout DHSV;
- To inform the Board in a timely manner of any issues of public concern or risks that affect or may affect DHSV;
- To inform the Board, the Secretary and the Minister without delay of any significant issues of public concern or significant risks affecting DHSV; and
- To advocate, at both state and national level, improvements to oral health through appropriate representation and evidence-informed initiatives.

Relationships:

Reports to	<ul style="list-style-type: none"> • Board of Directors
Direct Report Relationships	<ul style="list-style-type: none"> • Chief Operating Officer • Chief Experience Officer • Chief Oral Health Advisor • Chief Information Officer • Chief Finance Officer



	<ul style="list-style-type: none"> • Executive Director, Royal Dental Hospital of Melbourne
External Relationships	<ul style="list-style-type: none"> • Minister for Health • Department of Health and Human Services • International Consortium for Health Outcomes Measurement (ICHOM) • Australian Dental Association • CEOs, Program Managers and staff at community dental agencies and hospitals • Patients and their advocacy groups • National Dental Directors • Education Partners (La Trobe University, RMIT, The University of Melbourne) • Government health partners (Primary Health Networks, Primary Care Partnerships, regional oral health networks/consortiums) • Research partners

Accountabilities:

Strategy	<ul style="list-style-type: none"> • Lead the organisation ensuring that the shared mission, vision and values are understood and lived within the organisation • Represent the organisation, its brand and values with government, consumers, regulatory bodies, universities, other stakeholders and the general public • Lead improvements in oral health outcomes through representation at state and national level, supporting population-based research and developing and implementing evidence-based initiatives • Deliver DHSV's Strategic Plan 2016-2021, including the successful achievement of key performance indicators and key behavioural indicators ensuring appropriate resources to deliver the plan
Culture Change and Transformation	<ul style="list-style-type: none"> • Lead the organisation's transformation to value-based health care using change management processes that fosters a respectful workplace • Drive a culture of sustainable continuous improvement and learning
Leadership	<ul style="list-style-type: none"> • Lead the Executive Team to become effective developers of solution to business challenges ensuring credibility is established throughout the sector, Board, Department of Health and Human Services and the wider community • Lead and motivate a high-performing leadership team ensuring: <ul style="list-style-type: none"> ○ Future executive members are 'right fit'



	<ul style="list-style-type: none">○ Retention of high-performers and high potentials○ A culture of learning and improvement enables succession management and strong leadership bench strength
Governance	<ul style="list-style-type: none">● Delegated by the Board the responsibility for the operations of the organisation according to designated delegations' documents and tasks detailed in DHSV's Board Charter● Oversee the development, implementation and compliance with corporate policies, including those regarding corporate governance, risk management, financial reporting as well as compliance with applicable legal and regulatory requirements, including equal employment opportunity and workplace health, safety and wellbeing● Support the Board Chair and Board of Directors through collaborative participation at Board and Board sub-committee meetings, providing clear briefings and astute advice to the Board to enable it to successfully fulfil governance function in accordance with government policies● Ensure effective communication between the Board and the organisation and between the Board and external stakeholders● Promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks● Continuously achieve and maintain accreditation

Performance Appraisal process

The Board Chair and the Executive Performance and Remuneration Committee, a sub-committee of the Board, will conduct performance appraisals as detailed in DHSV's Board Charter.

Remuneration and Conditions

The salary and terms of appointment for the CEO is consistent with the government's executive employment and remuneration policy. Executive remuneration and employment policy for Victorian health services, is managed by the Victorian Public Health Sector Executive Remuneration Policy. Tenure will be up to 5 years, subject to appropriate performance of duties. The position is based in Carlton, Victoria.



Role requirements:

<p>Knowledge:</p> <p>Mandatory</p> <ul style="list-style-type: none">• Strong understanding of government policies and procedures and how to lobby/influence outcomes• Understanding of both public and private health care systems including regulations, finding trends and the drivers of clinical excellence• Understanding of the talent that comprises an oral health workforce in a public setting• Strong understanding of change management that transforms and builds employee and consumer experience• Strong working knowledge of value-based health care• Knowledge of current management trends applicable to building a high performing culture in a health care organisation, including business excellence and practice frameworks and best practice in relation to workforce capability building and change management• Demonstrated continuous learning and development <p>Desirable</p> <ul style="list-style-type: none">• Tertiary qualifications in health, hospital administration, public health, business management or in a related field• Knowledge of DHSV, its governance framework and relationships with community oral health agencies• Understanding of the Studer principles• Strong understanding of ICHOM's methodology and research• Understanding of the trends and systems towards digital/eHealth• Understanding of Lean thinking and Shingo	<p>Experience:</p> <p>Mandatory</p> <ul style="list-style-type: none">• Strong experience in relationship building, collaborating and managing the expectations of diverse key stakeholder groups (clinical, government) and providing an outcome that benefits the organisation• Strong experience in leading organisational transformation using a 'power with' approach that builds a 'great place to work' culture• Strong experience in shaping and leading the implementation of an organisation's strategic plan, working collaboratively with key stakeholders across the health sector• Experienced in working as part of a senior leadership/executive team, setting direction and leading business performance at an organisational level with regular interaction with Board level, providing strategic advice without direct authority/with a high dependence on influencing others to get results• Experience in enhancing an organisation's brand and reputation using personal brand, media and communications• Exposure to leading clinical staff• Experienced in leading a clinical workforce• Strong capability in continuous learning and development and learning agility <p>Desirable</p> <ul style="list-style-type: none">• Experience in using Studer resources and tools• Exposure to ICHOM's methodology and research• Experience in policy and governance development• Experience in a public health sector environment
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<ul style="list-style-type: none">• Understanding of disruption and its application in improving the employee and consumer experience• Postgraduate qualifications e.g. MBA or relevant field	
<p>Behavioural competencies:</p> <ul style="list-style-type: none">• Setting Health care Business Strategy• Strategic Influence• Leading Change• Building Health Care Talent• Customer Focus• Inspiring Excellence• Driving Innovation• Driving Execution• Compelling Communication• Energising the Organisation• Coaching and Developing Others• Cultivating Clinical and Business Partnerships• Making Health Care Operations Decisions• Sharing Responsibility	<p>Personal Attributes:</p> <ul style="list-style-type: none">• Results focused• Authentic• Resilient• Approachable• Politically savvy• Emotionally intelligent• Diligent• Courageous• Confident disposition• Curious• Altruistic• Leading with humility

