

Role Description

Role Title:	Director, Mater at Home
Organisation:	Mater Misericordiae Ltd
Division:	Health Integration and Community Care
Department/ Unit:	Mater at Home
Date Created/Reviewed:	January 2022
Reports To:	Executive Director, Health Integration and Community Care
Level of Accountability:	Director

Role Purpose

The purpose of the Director of Mater at Home role is to provide state-wide strategic leadership and financial and operational governance across an expanding multidisciplinary mobile and community based health service. The service offers multiple health programs to community members and patients in the comfort of their own place of residence, including acute hospital substitution treatment, post-acute management, multidisciplinary rehabilitation and preventative health programs. The role is pivotal in successfully positioning Mater Misericordiae Ltd (Mater) as a state-wide leader in out of hospital and integrated, person-centred healthcare services. It is central to the achievement of Mater's vision of empowering people to live better lives through improved health and wellbeing.

Behavioural Standards

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

Role Level Accountabilities

This role is responsible for fulfilling the following accountabilities:

Self-Accountabilities: For all Mater people

My Behaviour	<ul style="list-style-type: none"> I role-model the values in the way I behave towards others and adhere to organisational behavioural standards at all time. I translate mission into practice in my behaviour and actions.
My Role	<p>I am accountable for ensuring that:</p> <ul style="list-style-type: none"> I am clear on the tasks and accountabilities that are associated with my role. I fulfil any mandatory/professional competency requirements. I contribute to, and sign off on, my performance objectives and development plan. I request regular feedback from my manager in order to meet target performance expectations throughout the year. I carry out my development plan. I make an active contribution in my role as a team member.

Safety and Quality	<p>I am accountable for:</p> <ul style="list-style-type: none"> contributing to safe and quality patient/student care and employee safety on every occasion by adhering to the relevant legislation, standards, policies and procedures. contributing my part to 'zero harm' for staff, and 'zero preventable harm' for patients.
Client Experience	<p>I am accountable for:</p> <ul style="list-style-type: none"> contributing to the positive experience of student, patients and visitors to Mater in everything that I do. providing information to students, patients, carers and consumers that is evidence based, useful and meaningful to them.
Continuous Improvement	<p>I am accountable for recognising inefficiencies in my role and raising them with my Manager.</p>
Reputation	<p>I am accountable for representing Mater and being a champion of all that is great about working at Mater.</p>

Role Specific Expectations

Leadership

- Provide skilled leadership, in a climate of continuing change, to guide and support the team in the state-wide strategic development and future growth of Mater at Home.
- Provide leadership and oversight of clinical and operational processes to ensure the highest quality and efficiency in the development and delivery of all Mater at Home services.
- Maintain responsibility for delivery and measurement of performance against budget and activity targets.
- Provide governance for the financial management of all costs centres and uphold all internal and external performance reporting requirements.
- Develop and maintain effective working relationships and foster partnerships with internal and external stakeholders for the betterment of the community we serve.
- Develop and lead strategic design and planning and oversee implementation of innovative community based and virtual health care services across the state and country.
- Provide oversight of professional development of the direct reports to the position that occupy leadership roles within the department.
- Provide advice and advocacy to inform key executive decisions in relation to the evolution of outside hospital and integrated care.
- Provide state-wide and national advice in policy formation in relation to out of hospital delivery of acute and complex clinical care
- Lead and contribute to research activities in innovative models of service delivery across health sectors.

Quality and Safety

- Develop, evaluate and maintain high quality provision of services that align with strategic direction of Mater and meet the needs of clients and stakeholders using advanced knowledge of contemporary evidence-based practice.

- Ensure Mater at Home maintains successful accreditation/registration of services by three key national accrediting bodies (Australian Aged Care Quality and Safety Commission; Australian Commission on Safety and Quality in Health Care (NCSQHC); National Disability Insurance Scheme (NDIS) Quality and Safety Commission)
- Through a comprehensive understanding of and experience in quality improvement and planning, ensure a robust, active, and measurable quality improvement program is in place across all clinical and non-clinical services operating in Mater at Home

Strategy and Stakeholder Engagement

- Strategically lead change and influence others in responding to change, to work effectively across Mater and with its external stakeholders, to identify, develop and deliver initiatives that support Mater's strategic vision mission.
- Strategically plan, source funding, manage and administer programs across a large multidisciplinary team to deliver health and well being services state-wide, under a range of contracted funding programs
- Partner with the internal and external stakeholders, including consumers, to develop best practice models of care across the health care continuum, ensure efficient use of resource and advance innovative partnerships for sustained growth in a changing market and Mater's strategic objectives.
- Actively pursue viable business opportunities that align with Mater's mission and strategic vision and development of state-wide tender applications and contractual agreements to secure same.
- Identify and develop key commercial arrangements and collaborative partnerships to ensure productive networking across government, private and non-for-profit community service sectors.
- Identify and implement increased efficiency through lower operating costs, optimisation of product pricing, increased activity and resultant revenue return and operating margin

Compliance

- Ensure all areas of responsibilities operate at all times in compliance with the Catholic Health Australia Code of Ethical Standards for Catholic Health and Aged Care Services in Australia and relevant legislation.
- Successful accreditation/registration of services by three key national accrediting bodies (Australian Aged Care Quality and Safety Commission; Australian Commission on Safety and Quality in Health Care (NCSQHC); National Disability Insurance Scheme (NDIS) Quality and Safety Commission)
- Operate within the delegated responsibilities and authorities as set by the Board and Trustees.
- Ensure relevant personal qualifications, registrations and memberships are maintained at the required level.
- Ensure that self and employees are compliant with mandatory training requirements.

Qualifications and Experience

Essential qualifications

- Tertiary degree in a health related discipline or health administration
- Relevant post-graduate management/business and /or research qualification

Essential experience

- Extensive experience in health management of a complex multi-disciplinary health service, with research/evaluation experience desirable.
- Demonstrated understanding of and capacity to implement emerging trends in integrated healthcare, regionally, nationally and internationally.
- Extensive experience with demonstrated success in financial governance of a strong performing complex health service
- Extensive project management experience with demonstrated success in executing initiatives in complex health system environments.
- Demonstrated experience in co-creation methodology and the capacity to engage and influence at several levels across organisations.

Skills & Knowledge

People and Leadership

- An ability and commitment to promote our catholic identity and work within the mission, vision and values of Mater's Code of Conduct and the Catholic Health Australia Code of Ethical Standards for Catholic Health and Aged Care Services in Australia.
- Exemplary leadership skills in a climate of continuing change to guide and support the design, implementation and evaluation of contemporary models of care.
- Excellent inter- and intra-organisational relationship building skills to ensure appropriate alignment with strategic objectives and meeting community need.
- A leader who is self-reflective and aware of his/her own limitations; leads by example and drives performance with an attitude of continuous improvement by being open to feedback and self-improvement.

Strategic and Analytical Thinking

- Expert understanding of the Australian health landscape including health reform environment.
- Demonstrated strategic thinker who can understand the complexity of leading and implementing change to achieved desired organisational outcomes.
- Excellent analytical and problem-solving skills and demonstrated ability to apply logic and structure to resolve complex health system problems.
- Reputable entrepreneurial and creative approach to developing new, innovative ideas that will stretch organisations and providers, and push boundaries within the healthcare industry.
- Reknowned ability to think strategically about new opportunities and develop a sound business case for implementation or progression.
- Stongly demonstrated ability to understand and navigate complex stakeholder environments, effectively engage and co-design with stakeholders until the most appropriate solution(s) is delivered to meet user needs.



Technical

- Demonstrated expert understanding of the role and function of public and private hospitals, primary health care, community health services and aged care within the Australian health system.
 - Reputable ability to represent the organisation to both internal and external stakeholders on matters relating to integrated care and innovation.
 - Excellent written and verbal communication and presentation skills, adaptable for audience and document requirements
 - Strongly demonstrated ability to develop, prepare and present compelling insights, new concepts and major strategic decisions to the State and group executive, and Board as required.
 - Excellent ability to maintain collaborative and effective relationships with all multidisciplinary team members.
-