

# Position Description

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| <b>Position Title:</b>            | Divisional Operations Director Women's and Children's / Director of Midwifery                                                                                                                               |
| <b>Reports to:</b>                | Chief Operating Officer                                                                                                                                                                                     |
| <b>Department:</b>                | Women's, Children's and Maternity Services                                                                                                                                                                  |
| <b>Directorate:</b>               | Clinical Operations                                                                                                                                                                                         |
| <b>Cost centre:</b>               | P0554                                                                                                                                                                                                       |
| <b>Code &amp; classification:</b> | Clinical/Divisional Director (Campus 8B) (NM6B) (RN60)                                                                                                                                                      |
| <b>Employment conditions:</b>     | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 and its successors, and GV Health Policies and Procedures (and as varied from time to time) |

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Divisional Operations Director (DOD) Women's, Children's and Director of Midwifery is a dual-role leadership position responsible for both operational leadership within the clinical operations portfolio and professional midwifery leadership across GV Health.

Working in partnership with the Clinical Directors, the position provides operational and performance leadership for the efficient effective and sustainable delivery of Women's, Children's and Maternity Services. The role holds accountability for divisional performance, clinical and strategic leadership, risk minimisation and the continual monitoring and quality improvement of patient and consumer outcomes.

The DOD Women's, Children's and Director of Midwifery supports the Chief Operating Officer to provide clinical oversight, leadership and management to across clinical streams including the strategic direction of services and implementation of the service plan.

In the Director of Midwifery capacity, the role holds the responsibilities of the Senior Midwifery Officer, providing professional, clinical and strategic leadership for midwifery practice across GV Health, as well as the delivery of high quality, evidenced-based practice and woman centred care. The role also supports the Chief Nursing & Midwifery Officer to deliver strong professional governance, workforce capability and accountability for midwifery practice.

This position amongst others is responsible for promoting GV Health as a quality regional health service provider.

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## RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Model and promote the Values of GV Health
- Contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the team and ensuring that initiatives and projects are linked to the goals of GV Health's strategic plan.
- Oversee the preparation of the program specific annual budget estimates and management of the services within the allocated budget. Ensure accountability of variance reporting and actions required to correct the budget deficits.
- Oversee division compliance with contemporary human resource management practice and principles including workplace health and safety, employment equity and anti-discrimination requirements and take appropriate action where this is not met.
- Lead the development and provision of monthly reporting as per the GV Health Monthly Accountability Meeting (MAM) framework against key performance indicators for financial, people, clinical, quality and risk objectives, with the analysis, variance reporting and action undertaken.
- Provide guidance, mentoring and support to unit/program managers to ensure that appropriate management strategies are in place for the program areas to enable best practice services and strategic goals are delivered.
- Drive the development of a high-performance culture through strong leadership meaningful interpretation and communication of GV Health's strategic direction and assist to create innovative work practices to assist staff with the change process.
- Develop a collaborative and effective team by communicating meaningful information regularly and manage professionally in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.
- Overseeing the day to day operational management of the Division to ensure efficient and effective delivery of services and access performance targets are met
- Analyse current patient demand and GV Health's service capacity to identify potential bottlenecks and develop strategies to optimise patient flow across bed based, clinics and at home services, including workforce resourcing and allocation to meet service demands
- Utilise data analysis and metrics to monitor patient access performance, identify trends and make data-drive decisions to improve access to care
- Regularly report on progress toward patient access targets to senior leadership and stakeholders, highlighting achievements, challenges and proposed solutions
- Foster collaboration and strong working relationships with other clinical and administrative units to reduce barriers to access and ensure coordination of care across departments
- Identify opportunities to streamline patient intake and throughput processes to reduce wait times and improve access to care
- Champion patient safety to ensure that improvements to patient access do not compromise the quality of care, and work to maintain or improve clinical outcomes while meeting access targets
- Manage major contracts in the division
- Communicate regularly with internal and external stakeholders
- Oversee the implementation and maintenance of technology systems and infrastructure required within the division to support efficient operations and data accessibility
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

- Ensure the privacy and confidentiality of clients, staff and the organisation
- Participate in the executive on call roster and incident management team response in emergency situations

#### **Quality and safe clinical care for consumers**

- Support employees to work in collaboration with consumers, families/representatives or carers by providing timely information involving them in care planning and treatment decision making
- Operationally manage clinical practices and ensure standards of care maximise health outcomes by continually monitoring, evaluating and improving practices
- Ensure safe consumer care is provided by maintaining appropriate staffing and skill mix levels
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Ensure compliance with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Measure consumer experience and respond accordingly to feedback and complaints including reporting findings to appropriate management and committees

#### **Develop and maintain collaborative relationships with all disciplines**

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.
- Work collegially with nursing, medical, allied health and support staff to ensure the smooth day to day operations of the Divisions.
- Facilitate integration of the multidisciplinary team of health professionals who work within the Division.

#### **Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes**

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in incident and sentinel/adverse event reviews and ensure learnings are implemented to prevent reoccurrence
- Actively support clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.
- Develop, monitor and evaluate quality improvement activities/programs within the Division to meet accreditation standards and achieve and maintain best practice

#### **Commit to ongoing professional development of self, other employees and the professions**

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, employment principles and legislative requirements are met
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities
- Maintain and demonstrate skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health

- Undertake credentialing and review of scope of practice and work within these domains
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

#### **Director of Midwifery – Professional Responsibilities**

- Provide professional leadership for midwifery staff across the organisation
- Ensure compliance with NMBA standards, codes and professional practice requirements
- Lead maternity clinical quality and safety improvement initiatives
- Develop and implement contemporary models of midwifery care
- Lead midwifery workforce planning and capability development
- Champion woman-centred, culturally safe care
- Support governance, incident review and continuous improvement

#### **POSITIONS REPORTING TO THIS ROLE**

- Nurse/Midwife Unit Managers:
  - Maternity Services MUM
  - Child and Adolescent Unit NUM
  - Special Care Nursery NUM
- Manager Community Health
- Manager Health Independence Program – Paediatric Services
- Liaison Midwife (Regional)

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#### **KEY SELECTION CRITERIA**

##### **Formal Qualification(s) and Registration(s) Requirements:**

- Current registration with Australian Health Practitioner Regulation Agency as a Registered Midwife
- Undergraduate nursing or midwifery degree

##### **Essential:**

- Previous senior management operational experience
- Demonstrated effectiveness as a manager with an ability to initiate, lead and manage change.
- Demonstrated abilities in the development and implementation of operational plans and achieving outcomes including ability to develop business plans / grant applications.
- Sound financial and staff/human resource management skills including understanding of health service provision under current state/federal funding models.
- Experience in strategic and business planning.
- Excellent written and verbal communication skills, computer skills with the ability to utilise Microsoft Office suite, and financial management information systems

##### **Desirable:**

- Masters level post graduate qualification or working towards

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## KEY PERFORMANCE INDICATORS

**Your performance will be measured through your successful:**

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
  - Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
  - Promoting and enabling of effective teamwork and service provision both within the department and/or organisation and with other service providers;
  - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - All documentation is of a high standard and accurate
  - Attendance and active participation at meetings as required.
  - 100% compliance with training requirements as outlined in the GV Health Education Framework
  - Active participation in the Performance and Development review process
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## ALL GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required

to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

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## ACCEPTANCE

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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| Clinical Operations | DOD Womens, Childrens and Maternity Services |
|---------------------|----------------------------------------------|
| <b>Reviewed by:</b> | Chief Operating Officer                      |
| <b>Issue Date:</b>  | July 2026                                    |

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)