

## **Board Director Position Description: Western Victoria Primary Health Network Ltd.**

Western Victoria Primary Health Network (PHN) Ltd is one of 31 organisations across Australia funded by the Commonwealth to work with local communities and clinicians to implement health system reform initiatives. This not-for-profit organisation is responsible for delivering on the following two objectives set by the Federal Government:

- Increasing the efficiency and effectiveness of health services for patients, particularly those at risk of poor health outcomes.
- Improving coordination of care to ensure patients receive the right care, in the right place, at the right time.

In order to achieve the above objectives; Western Victoria PHN's governance, management, staff and advisory structures needs to reflect the diversity of community aspirations and challenges across the region.

### **Role of a Director**

All Directors are responsible for the governance of the organisation and are accountable to Western Victoria PHN's Ltd membership as outlined by statutory requirements and the Company's Constitution. This requires a good working knowledge of the roles and responsibilities of a company Director and of the Board generally.

The role requires attending approximately 11 Board meetings a year (monthly except for January), with participation on at least one of the four Board sub-committees, some of which meet monthly, quarterly and six monthly. The Board meetings and sub-committee meeting are generally held within business hours, however sometimes requires out-of-hours attendance either in person or on teleconference. Board meeting are generally held in Geelong, with every second one by teleconference, however are in regional centres of Ballarat, Horsham and Warrnambool on some occasions during the year.

In accordance with legal and statutory requirements, directors must act in accordance with the Corporations Act 2001 (Cth), the Company's Constitution and other relevant legal and statutory in discharging their duties.

The Board are also ultimately accountable to ensure the Company is compliant with the terms & conditions of the Government PHN Funding Agreement, which requires reporting on stipulates health outcomes, aligned to PHN needs assessment in the Western Victoria region.

### **Competencies – Role Related:**

- Strategic thinking and analysis: the ability to look beyond operational issues and develop a vision for the future of the company.
- Analytical and critical reasoning: the ability to get beneath the surface of issues and the capacity to focus on and resolve complex issues.
- Financial literacy: ability to analyse and interpret financial data
- Interpersonal communication skills: listening skills, able to present and analyse ideas, questioning, ability to influence.
- Understanding and appreciation of operating within a Company approved Risk Management Framework.

#### **Ballarat**

101 Drummond St Nth  
Ballarat 3350  
Tel: 03 5331 6303

#### **Geelong**

131 Myers St  
Geelong 3220  
Tel: 03 5222 0800

#### **Horsham**

81 Hamilton St  
Horsham 3400  
Tel: 03 5381 1756

#### **Warrnambool**

Bayside City Plaza  
24-36 Fairy Street  
Warrnambool 3280  
Tel: 03 5564 5888

Together with our partners and communities, Western Victoria PHN identifies priority health care needs, improves access through government funding, and co-designs localised solutions to improve health care systems across western Victoria.

### **Additional Skills Requirements:**

Individual Directors may bring specific additional skills to the Board, and the Board may recruit candidates specifically for these skills in order to ensure a complementary skill-mix on the Board. The Board will also give consideration to gender balance and regional representation in considering Director recruitment.

These skills may include:

- Public health system experience and knowledge
- Accounting and commerce
- Legal
- General Management
- Contract management and procurement
- Health practitioner/ population health planning and research
- Consumer perspective
- Marketing and communications
- business leadership and development (in areas other than health)
- Information Technology and data governance

### **Knowledge Requirements:**

- A strong understanding of the healthcare system; this understanding may come from a variety of perspectives.
- A demonstrated connection to, and/or understanding of, the regional communities that Western Victoria PHN serves.
- A strong knowledge of corporate governance, preferably from previous director experience, and/or through formal training programs, such as AICD Company Directors Course or equivalent
- Sound business experience that is relevant to the company

### **Competencies - Personal:**

- Strong personal and professional ethics
- Intellectual capacity
- The ability to work as part of a team
- Independence and inquisitiveness: the courage to challenge the status quo
- Preparedness and time availability to work hard and commit to the work of the Board: willing to add value to the Board, to serve on committees and working parties as required, and attendance at business-related functions.
- Stewardship orientation: a commitment to serving the interests of the company and its members and stakeholders
- Appropriate level business acumen

### **Term of Appointment:**

- The Director terms will be up to 3 years, aligned to allow an equal rotation of the nine directors over 3-year cycle.
- The Director will retire from office no later than the ninth AGM of the Company since that Director's first election or appointment.

### **Remuneration:**

The Director position will be remunerated with allowance for travel.

*Please contact **Joanne Booth**, Chair Independent Nominations Committee on 0411 438 726 for questions on the recruitment process or **Lynne McLennan**, Chair Western Victoria PHN for questions relating to the organisation 0418 375 170.*