



Position Description

Position title	Executive Director Surgery
Position number	E01199
Directorate	Canberra Health Services
Division	Canberra Hospital
Business unit	Surgery
Classification	SES 2.2
Location	Canberra Hospital
Reporting relationships	Direct Manager: General Manager Canberra Hospital Manager +1: Chief Operating Officer
Last reviewed	September 2025

Canberra Health Services

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person-centered care. We provide acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the CHS website.

We are committed to workforce diversity and creating an inclusive workplace.

Our Vision: creating exceptional health care together.

Our Role: to be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind.



Position overview

Canberra Hospital is a tertiary teaching hospital. The Division of Surgery provides critical care, retrieval, trauma, emergency and elective surgery, pain management and inpatient and outpatient services to Canberra and surrounding region and delivers a significant teaching, training and research program. The division is staffed by medical, allied health, administration and other support professionals and is comprised of:

- Emergency General Surgery, General Surgery
- Capital Region Retrieval Service
- Cardiothoracic Surgery
- Gynaecology Oncology Surgery
- Otolaryngology Head and Neck Surgery
- Intensive Care Unit
- Neurosurgery
- Ophthalmology Services
- Oral Maxillofacial Surgery
- Orthopaedic Surgery
- Pain Management Unit
- Plastic and Reconstructive Surgery
- Trauma Service
- Urology Surgery
- Vascular Surgery

The Executive Director, Surgery is responsible for effectively managing all strategic direction and operations across their service areas as well as innovation, accountability and change. The Executive Director leads systems and processes to improve access and performance and maintains effective linkages across CHS and other ACT Health services to ensure they are person and family centred.

The Executive Director is responsible for implementing and driving reforms in the organisation's Corporate and Strategic Plans, which are aimed at increasing effectiveness and efficiency and implementing best practice access initiatives across CHS. As this is an operational role, the Executive Director will work autonomously to efficiently lead the operational services in their area of responsibility.

The Executive Director reports to the General Manager, Canberra Hospital and plays a vital role as part of the organisational executive. This role will advise the General Manager on high-level operational issues and change initiatives. The role will consult and work collaboratively with the other service stream Executive Directors and Directors to the delivery of health services within their services, across Canberra Hospital and the CHS network.

Key responsibilities

Specific responsibilities include, but are not limited to, the following.

Under limited direction of the General Manager Canberra Hospital, you will:

- Lead and be accountable for operational service delivery for the division including implementation of strategies to increase effectiveness and efficiency.
- Ensure service delivery strategies align with the direction of CHS Strategic and Corporate Plans.
- Lead and be accountable for the performance plan, operational planning of services within the division and report against variances to the plan. This includes but is not limited to:
 - A workforce/staffing plan and staffing profile that considers skill mix and capability required across all service to safely roster the capacity plan and the expenditure required to deliver the plan.
 - Manage the business processes of the division through monitoring performance against Key Performance Indicators (KPIs) and implementing strategies to achieve KPIs.

- Review and analyse financial statements and reports within the portfolio, explain variances and where required take steps to resolve and escalate.
- Ensure the highest standards of quality and safety in all services to improve outcomes and reduce harm.
- Provide high level leadership and coaching to senior management and teams within the division and ensure that consultation and teamwork based on the CHS values are encouraged throughout the organisation, and that teams are well led and developed to be high performing.
- Oversee contract management for the division to ensure organisational efficiencies and alignment for the provision of services relevant to the division.
- Assist the senior executive team to lead the implementation of organisational policies, strategies and frameworks. This includes establishing and maintaining partnerships with other internal and external stakeholders.
- Facilitate system-wide thinking and decision making to support the optimisation of hospital and community health system performance that enable the community to access person and family centred, safe and high-quality care.
- Drive and maintain effective communication with internal and external stakeholders, including clinicians and the community and represent CHS at relevant forums.
- Oversee and manage risks across the division including risk identification, analysis and evaluation, risk treatment, maintenance of risk registers and escalation when required. This is included but not limited to mitigating risk related to patient safety, staff well-being, equipment, and compliance.
- Provide strong, visible and professional leadership for the application of CHS' role, vision and values whilst fostering a culture that values continued development, learning, improvement, research and professional accountability.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

Capabilities

Specific capabilities include but are not limited to the following.

- Demonstrated ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and mitigate future work and capability requirements.
- High level critical thinking ability and extensive process, resource and budget management skills to implement operational efficiencies in healthcare.
- A commitment and the ability to lead the delivery of person and family centres, safe and high-quality care in a sustainable health system.
- High level interpersonal skills to influence and provide key information to support decisions made by a diverse stakeholder group.
- Political sensitivity and astuteness with a sophisticated understanding of the demands of public sector accountability.
- Knowledge and understanding of work, health and safety (WH&S) and the positive patient experience and displays behaviours consistent with CHS' values.

Qualifications

Specific responsibilities include, but are not limited to, the following.

Essential	Desirable
<ul style="list-style-type: none">• Tertiary Qualification or related qualification in a relevant field.	<ul style="list-style-type: none">• A postgraduate qualification in health administration/management/leadership, or related field.• Incident Management qualifications such as AIIMS, AusMAT, MIMMS.

Experience

Specific experience or knowledge of include but are not limited to the following.

Essential	Desirable
<ul style="list-style-type: none">• Extensive knowledge of health systems and the delivery of health services in a tertiary setting.• Proven success in leading large diverse teams and implementing strategic initiatives.	<ul style="list-style-type: none">• Knowledge of CHS Strategic Plan 2024-2029• Experience or knowledge of the CHS Exceptional Care Framework, and all other related frameworks.• Sound knowledge of the National Safety and Quality Health Service (NSQHS) Standards, Clinical Care Standards and experience in ensuring these standards are met.

Prior to commencement

Appointment to this position is conditional on being granted and retaining appropriate clearances.

- Pre-employment National Police Check.
- Current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) or registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Important information

All employees are required to:

- adhere to the Canberra Health Services Values and the ACT Public Service Code of Conduct
- act in accordance and comply with all relevant Safety and Quality policies and procedures.
- Comply with all relevant clinical and/or competency standards.
- Be available for weekend and/or after-hours work including Executive on Call and Hospital Commander rosters.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as

you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

Key selection criteria


These are the executive capabilities and are how you will be assessed in conjunction with your resumé and experience.

1. Leads and values people
 - Motivates and develops people
 - Values diversity and respects individuals
 - Builds a culture of improving practice.
2. Shapes strategic thinking
 - Inspires a sense of purpose and direction
 - Encourages innovation and engages with risk
 - Thinks broadly and develops solutions.
3. Achieves results with Integrity
 - Develops organisational capability to deliver results
 - Manages resources wisely and with probity
 - Progresses evidence-based policies and procedures
 - Shows sound judgement, is responsive and ethical.
4. Fosters collaboration
 - Listens and communicates with influence
 - Engages effectively across government
 - Builds and maintains key relationships
5. Exemplifies citizen, community and service focus
 - Understands, anticipates and evaluates client needs
 - Creates partnerships and co-operation
 - Works to improve outcomes.

Acknowledgement of Country

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.

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 **Accessibility** 📞 call (02) 5124 0000

 **Interpreter** 📞 call 131 450

canberrahealthservices.act.gov.au/accessibility



Work environment description

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

Administrative	Frequency
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally

Travel	Frequency
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally

Physical demands	Frequency
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

Psychosocial demands	Frequency
Distressed People e.g. Emergency or grief situations	Occasionally
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Occasionally
Unpredictable People e.g. Dementia, mental illness, head injuries	Occasionally
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Occasionally

Specific hazards	Frequency
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Occasionally

Manual handling	Frequency
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Never
Kneeling	Occasionally
Foot and leg movement	Never
Hand, arm and grasping movements	Occasionally
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never