

Position Description | Chair Victorian Perioperative Consultative Council

The Chair of the Victorian Perioperative Consultative Council will lead the council's work in monitoring, reviewing and improving the quality and safety of perioperative care in Victoria.

The Chair will be instrumental in establishing the processes, scope and functions of this new council, to enable it to provide efficient and effective oversight of perioperative care, identify gaps, recommend system improvements, and provide timely, accurate and strategic advice to the Minister for Health, and other key stakeholders.

The Chair is responsible for setting the council's agenda, overseeing its subcommittees and fostering open communication between council members and external stakeholders. The Chair may also represent the council on relevant national bodies.

This role works closely with the CEO of Safer Care Victoria (SCV) as a key contact for the Department of Health and Human Services and advises the Minister for Health.

Do you have

- recent senior clinical and academic expertise in perioperative care, or relevant experience in health service management?
- experience in system wide measures and standards of quality and safety in healthcare?
- strategic thinking, planning and leadership skills?

Title	Chair, Victorian Perioperative Consultative Council
Tenure	Appointed for three years as specified by Ministerial Order, but eligible for re-appointment
Sessional commitment	One session per week
Remuneration	\$305.80 per half day session as per the Public Health and Wellbeing Regulations 2019
Accountable to	Minister for Health
Work location	Safer Care Victoria, 50 Lonsdale Street, Melbourne
More information	Erin Smith 0429 958 592 consultative.councils@safercare.vic.gov.au
Closing date	28 th August 2022

BACKGROUND

In 2018, in response to the Targeting Zero report commissioned by the Minister for Health, Safer Care Victoria commenced a review of two existing consultative councils: the Victorian Surgical Consultative Council and the Victorian Consultative Council on Anaesthetic Mortality. The review recommended the establishment of the Victorian Perioperative Consultative Council to replace the two councils, combine and improve upon their functions and provide critical oversight of quality and safety in perioperative care in Victoria.

The council works with key stakeholders in order to fulfil its functions under the Public Health and Wellbeing Act 2008.

WHAT WILL THE COUNCIL DO?

The principal function of the council is to identify and report on issues relating to the provision of perioperative care in Victoria. The council will make recommendations to help health services and medical practitioners improve clinical practice and systems of care. It will also provide advice to the Minister for Health, the Department of Health and SCV on strategies to improve the quality and safety of perioperative care in our health sector.

As a prescribed council under the Public Health and Wellbeing Act 2008, the legislated functions of the council are to:

- monitor, analyse and report on matters specified for that prescribed consultative council in the order which established that prescribed consultative council
- consider, investigate and report on any matter specified by the Minister or the Secretary in a direction to the prescribed consultative council
- liaise with any other consultative council on any matter relevant to the functions of the prescribed consultative council
- improve public health and wellbeing by publishing and disseminating relevant information and practical strategies identified by the prescribed consultative council while performing its functions
- publish an annual report on the activities of the prescribed consultative council
- perform any function specified in the order which established that prescribed consultative council
- perform any other prescribed function
- collect information for the purpose of performing the functions specified in this subsection.

SECRETARIAT SUPPORT

Safer Care Victoria provides secretariat support to the Victorian Perioperative Consultative Council and manages the process to appoint new members.

Safer Care Victoria is the state's healthcare quality and safety improvement agency. We work with patients, families and carers, clinicians and health services to monitor and improve the quality and safety of care delivered across our public health system.

As well as monitoring the standards of care provided, SCV is partnering with patients, clinicians and health service managers to support the continuous improvement in healthcare.

Our aim is to ensure outstanding health care for all Victorians. Always.

- We challenge the norm
- We accept nothing less than excellence
- We tell it like it is
- We are one team
- We bring our whole selves

As part of Department of Health, we aspire for all Victorians to be healthy, safe and able to lead a life they value. We deliver policies, programs and services that support and enhance the health and wellbeing of all Victorians. We are building an inclusive workplace that embraces respect, diversity and difference. All jobs can be worked flexibly, and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from culturally diverse backgrounds.

The department is committed to the safety of its clients and staff, taking a zero-tolerance approach to violence within the workplace, abuse, including child abuse and abuse of people with disability. All staff are required to comply with the Child Safe Standards.

The department recognises the rights of all staff to be free from violence and gender-related discrimination. We are proudly working with White Ribbon to create a safer workplace.

PURPOSE AND ACCOUNTABILITY

Purpose

The Chair of the council is responsible for:

- setting the agenda for matters to be considered by the council and its subcommittees
- ensuring information provided to the council is relevant, accurate, timely and sufficient to keep the council appropriately informed of matters related to its legislated functions
- ensuring communication with stakeholders, regulators and the public is timely, accurate and relevant
- facilitating open and constructive communication among council members and encouraging their contribution to deliberations
- overseeing and facilitating council, subcommittee and member evaluation reviews and succession planning
- liaising with the CEO of Safer Care Victoria as the primary contact between the council and the department as required
- liaising with related consultative councils and relevant organisations including the Coroner's Court of Victoria
- facilitating and contributing to regular reporting, including the council's annual report

- representing the council on relevant national bodies
- advising the Minister for Health on matters relevant to the council's functions as required.

DESIRABLE ATTRIBUTES

1. Capability to understand and analyse complex issues, drawing on a range of data to inform decision-making, ensure information is used ethically, balance competing priorities and make complex decisions
2. Demonstrated ability to exercise sound judgment and the confidence to question and challenge information from others (who may be experts in their field)
3. Demonstrated effective leadership qualities
4. Demonstrated communication, negotiation, and stakeholder relationship skills
5. Ability to think conceptually, to plan flexibly, to continually look for ways to improve and to operate within an ambiguous context and deliver results
6. Sensitivity and organisational skills to operate effectively across complex work cultures and environments.
7. Politically astute.

SAFETY SCREENING

All competitive applicants are subject to a satisfactory National Police History Check as part of the assessment process.

Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit it as part of their application. Details of overseas police agencies are available on the Department of Immigration and Border Protection website, www.homeaffairs.gov.au. Under 'Character Requirements for Visa' search for 'apply for an overseas police certificate in the relevant countries.'

CONDITIONS AND BENEFITS

People who work for Safer Care Victoria must comply with the Code of Conduct for Victorian Public Sector Employees 2015 and agree to work according to our values of quality, collaborative relationships, responsibility, client focus, professional integrity and respect.

SCV promotes diversity and equal opportunity in employment. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please contact our Diversity Unit on diversityinclusion@health.vic.gov.au.

Employees of Safer Care Victoria can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries, flexible leave arrangements and training and development opportunities. For more information visit www.careers.vic.gov.au/why/benefits-conditions

HOW TO APPLY

Please provide a cover letter, resume and Declaration of Private Interests form to Dr Shirin Anil, Manager, Consultative Council Unit, Safer Care Victoria at consultative.councils@safercare.vic.gov.au by 28 August 2022.

Applicants will be recommended to the Minister for Health by SCV. The Minister for Health will decide the final membership.