

Position Description

Position:	Director of Healthy Ageing
Department:	Clinical Operations: Residential Aged Care, Transitional Care, Home Based Services, and Community-Based/District Nursing
Location:	Omeo, Victoria (on-site)
Reports to:	Chief Executive Officer
Enterprise Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028
Classification:	Campus DON of Group 8D – RN65

The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a broad range of health and support services to our local communities. These include urgent care, acute care, transition care, residential aged care, primary care, home-based care, and community-based/district nursing.

Located in the East Gippsland High Country, ODH serves the Omeo and District region as the gateway to Victoria's spectacular Alpine region. The area is surrounded by national parks, mountains, rivers, and lakes, offering year-round outdoor recreation. Omeo is home to the newly opened Omeo Mountain Bike Park and is situated just 55 kilometres from Hotham Alpine Resort.

Consistent with our purpose, we aim to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services.
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence.
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and,
- Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

- C** Compassion
- A** Accountability
- R** Respect
- E** Excellence

Our people are at the heart of our organisation—regardless of role. Every day, they make a meaningful difference in the lives of our consumers and their families, reflecting our deep commitment to care and community.

Omeo District Health believes that diversity, equity, and inclusion (DEI) are essential to building a thriving workplace and a stronger, more connected community. We are committed to fostering a

culture where everyone—regardless of background, identity, or experience—is valued, respected, and empowered to contribute their best.

Department

The Clinical Operations Division ensures the delivery of high-quality, safe, and person-centred care across urgent care, acute care, transition care, residential aged care, primary care, and home-based care.

The division plays a critical role in clinical governance, ensuring that consumers' rights to make care decisions aligned with their values, goals, and choices are upheld.

Position Summary

The Director of Healthy Aging (DHA) reports to the Chief Executive Officer (CEO) and is responsible for ensuring optimal care across aged care, home based services, transitional care, and community-based/district nursing through strategic leadership, effective management of staff and resources, and fostering professional collaboration across the organisation, regional health sector, and broader community.

The DHA shares the Director of Nursing responsibilities with the Director of Health Services, leveraging extensive clinical expertise to mentor and guide clinicians while fostering a learning culture across all clinical services. This role demands a solution-oriented and outcomes-driven approach, ensuring the implementation of innovative, sustainable, and high-quality programs aligned with the evolving healthcare environment.

As a member of the Executive Leadership Team, the DHA contributes to the development and execution of the operational plan, while ensuring service excellence, financial sustainability, and a high level of governance. The DHA is also a key member of ODH Governance and Operational Committees reporting on aged care, home based services, transitional care, and community-based/district nursing services.

Key Selection Criteria

Leadership & Strategic Management

- Proven executive leadership experience, with the ability to influence and drive organisational outcomes.
- Strong strategic planning abilities, particularly in rural and remote aged care and healthcare environments.
- Advanced knowledge of aged care, disability, and healthcare regulations, legislative frameworks, and clinical governance.

Clinical Service Oversight & Coordination

- Extensive experience in managing clinical services in rural/remote settings.
- Strong understanding of regulatory and accreditation requirements.
- Proficiency in budget planning and financial management, including aged care and NDIS funding and reporting.

Communication & Stakeholder Engagement

- Excellent communication skills, with the ability to engage diverse audiences and build strong professional relationships.
- Strong negotiation, conflict resolution, and advocacy skills.

Problem Solving & Innovation

- Demonstrated ability to lead teams through change and implement innovative, data-driven service improvements.
- Strong problem-solving and decision-making capabilities.
- Experience designing and implementing innovative models of care.

Essential Qualifications & Experience

- Current AHPRA Division 1 Registered Nurse registration.
- Bachelor of Nursing with postgraduate qualifications in Gerontological Nursing, Aged Care, or Rural & Remote Health.
- Consolidated experience, with senior leadership experience in aged care, home based services, transitional care, and community-based/district nursing.

Desirable Qualifications & Experience

- Experience in aged care delivery in rural or remote settings and/or virtual models of care.
- Demonstrated knowledge of best practice approaches to dementia and delirium care, including strategies for prevention, early identification, and person-centred management.

Employment Conditions and Compliance Requirements

This position is conditional upon and subject to:

- Valid Australian work rights.
- Current Working with Children check, Police check and NDIS screening.
- Current and up to date registration with Australian Health Practitioners Regulations (AHPRA). If the incumbent no longer holds registration, they must notify the business immediately.
- In accordance with Victorian Health Department requirements for public sector health employees, all staff must receive an annual influenza vaccination as a condition of employment. Compliance with this requirement is mandatory to ensure the safety and well-being of residents, clients, and staff.
- The incumbent must provide documented evidence of immunity or serology in accordance with the organisation's Infection Prevention and Control policies and applicable health guidelines at the time of engagement. This includes, but is not limited to, evidence of Hepatitis B, Measles, Mumps, Rubella, Varicella, and annual influenza vaccination. Employees are required to maintain up-to-date serological screening and immunisation status throughout their employment. A serology review and/or update of immunisation records may be required at least every three years, or earlier as directed based on public health advice or workplace risk assessments.
- Annual completion of mandatory training requirements.
- There being no limitations on ability to perform all duties including but not limited to physical or psychological limitations.
- Warranting that incumbent has provided accurate information in relation to your qualifications, professional training, registration, and currency of relevant licenses required to perform the position.
- Hold a valid driver's licence. If the incumbent no longer holds a valid driver's licence, they must notify the business immediately if you are charged with a driving offence or if your licence is suspended and or terminated.
- Satisfactory work performance.
- Any other matters that may affect the operational requirements or the needs of the Employer.

Key Responsibilities

Clinical Governance & Oversight

- Provide clinical governance and oversight of aged care, home based services, transitional care, and community-based/district nursing, ensuring high-quality, person-centred care.
- Embed a consumer-directed care approach across aged care, home based services, transitional care, and community-based/district nursing, ensuring that care plans reflect the individual's needs, preferences, and cultural values.
- Monitor and improve risk management strategies, ensuring robust clinical governance systems are in place.
- Implement evidence-based patient safety and quality improvement initiatives, ensuring high standards of care.
- Maintain oversight of medications, licensing, and compliance requirements related to aged care, home based services, transitional care, and community-based/district nursing.
- Report to the Clinical Governance Committee on the performance of aged care, home based services, transitional care, and community-based/district nursing.
- Member of: Clinical Governance Committee, Clinical Outcomes and Review Committee, Community Advisory Committee, Executive Leadership Team, Infection Prevention and Antimicrobial Stewardship (IPAC-AMS) Committee, Medication Safety and Therapeutics Committee (Co-Chair), and Quality, Safety and Risk (QSR) Committee.
- Shared Leadership: Clinical Governance.

Aged Care reforms and Governance

- Remain abreast of aged care reform initiatives including Star Ratings, Serious Incident Response Scheme (SIRS), Aged Care Quality Indicator Program, and requirements under the Strengthening Quality of Care Amendment Act 2021.
- Ensure compliance with the SIRS framework, mandatory reporting obligations, and escalation to the Clinical Governance Committee.

Leadership & Management

- Foster a culture of excellence, professional accountability, and high standards of practice.
- Provide professional leadership to multi-disciplinary clinical teams, ensuring evidence-based and competency-driven care delivery.
- Drive innovation, service development, and change management, responding effectively to emerging healthcare needs.
- Develop and implement workforce planning strategies, enhancing aged care workforce capacity, advanced practice roles, and succession planning.
- Represent the organisation in regional, state-wide, and community-based forums, advocating for aged care service improvements.

Human Resource Management

- Lead recruitment, selection, and onboarding of staff to meet the needs of aged care, home based services, transitional care, and community-based/district nursing.
- Oversee staff performance management, professional development, and ensure appropriate skill mix and staffing levels.
- Support employee engagement and retention strategies aligned with organisational values and goals.

- Ensure compliance with relevant employment legislation, industrial awards, and enterprise agreements.
- Collaborate with Human Resources to resolve HR issues, grievances, and implement workforce improvement initiatives.

Operational Performance & Service Delivery

- Ensure day-to-day aged care, home based services, transitional care, and community-based/district nursing service operations are safe, efficient, and responsive to client/patient/resident needs.
- Optimise care coordination and flow, ensuring seamless transitions between care settings.
- Oversee service performance metrics, ensuring alignment with key performance indicators (KPIs), strategic goals, and compliance requirements.
- Collaborate with other aged care and healthcare providers and strengthen partnerships to enhance aged care, home based services, transitional care, and community-based/district nursing service delivery.

Financial & Resource Management

- Maximise funding opportunities and ensure alignment with strategic financial goals.
- Contribute to budget planning, financial oversight, and cost containment strategies across aged care, home based services, transitional care, and community-based/district nursing services.
- Ensure financial reporting obligations for aged care and disability services are met in a timely and diligent manner.

Quality Improvement & Compliance

- Ensure compliance with NDIS Standards, Home Care Common Standards, and Strengthened Aged Care Quality Standards (1–8), including consumer dignity and choice, ongoing assessment and planning, personal and clinical care, services and supports, organisation service environment, feedback and complaints management, human resources, and organisational governance, ensuring ODH is always accreditation ready.
- Drive continuous quality improvement initiatives, ensuring regular monitoring, evaluation, and refinement of clinical and non-clinical outcomes.
- Stay informed of emerging aged care and disability models, technologies, and best practices to enhance service delivery.
- Work collaboratively with the Director of Medical Services and other stakeholders to strengthen clinical governance.
- Oversee implementation of quality improvement activities against relevant accreditation standards, compliance audits, incident reviews, and risk management frameworks.

Regulatory & Legal Compliance

- Ensure adherence to relevant aged care legislation, regulations, and accreditation standards.
- Oversee infection prevention and control practices, as well as Occupational Health & Safety (OHS) standards.
- Support Freedom of Information (FOI) requests and ensure compliance with privacy, dignity, and confidentiality standards.

Workplace Culture & Professional Development

- Ensure workforce capabilities align with relevant legislation, regulations, and accreditation standards, including mandatory training, skill development, and appropriate staffing mix for each care setting.
- Promote a positive workplace culture, fostering respect, collaboration, and non-discriminatory practices.
- Support staff professional development, ensuring ongoing training and education for aged care and home-based service teams.
- Maintain a cooperative approach to industrial relations, fostering a harmonious and productive work environment.

Workplace Health and Safety Leadership

Provide strategic leadership and oversight to ensure a safe and compliant working and living environments for all employees, patients, residents, volunteers, and visitors. Foster a proactive safety culture by embedding best-practice health and safety policies, procedures, and risk management strategies in alignment with legislative requirements and organisational values.

- Ensure the development, implementation, and continuous improvement of a robust Work Health and Safety (WHS) framework that complies with industry regulations, including relevant standards and Work Health and Safety Acts.
- Promote a safety-first culture by driving accountability, ensuring all levels of the organisation understand and uphold their health and safety responsibilities.
- Oversee incident management, ensuring timely reporting, investigation, and implementation of corrective actions to prevent recurrence.
- Lead the integration of workplace wellness and mental health initiatives to support staff well-being and retention.
- Ensure effective emergency preparedness and response planning, including training programs and regular drills.
- Provide leadership in identifying and mitigating workplace risks, including infection control, manual handling, and psychological safety.
- Engage with key stakeholders, including community members, clients, residents, regulators, staff, and board members, to continuously improve health and safety outcomes.

Job Analysis: Identification and Physical and Psychosocial Hazards

While this role primarily involves administrative and strategic responsibilities, there are still physical hazards to consider.

Physical Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
Manual Handling	Moving documents, reports, setting up presentations / events.	Back strain, repetitive motion injuries.	Ergonomic workspace, proper lifting techniques.
Prolonged Sitting & Screen Use	Extended computer work, virtual meetings.	Eye strain, poor posture, musculoskeletal discomfort.	Ergonomic workstation setup, screen breaks, adjustable chairs / desks.
Workplace Ergonomics	Desk, chair, lighting, screen positioning.	Neck / back pain, headaches.	Ergonomic assessments, standing desk options.

Hazard Type	Examples in Role	Potential Risks	Control Measures
Travel & Offsite Meetings	Visiting community centres, aged care facilities, conferences.	Fatigue, increased risk of accidents.	Adequate rest breaks, travel policy adherence.
Slips, Trips & Falls	Walking in unfamiliar public health settings, site inspections.	Injury from falls.	Proper footwear, hazard awareness training.
Infection Exposure	Visits to aged care & healthcare facilities, community engagement events.	Illness, cross-contamination.	Vaccination policies, hygiene protocols, PPE if required.

Psychosocial Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
Workload & Job Demands	High-level strategic planning, managing multiple projects, funding pressures.	Stress, burnout, decision fatigue.	Delegation, time management support, workload monitoring.
Job Control & Autonomy	Balancing stakeholder expectations, political influences.	Role strain, frustration.	Clear decision-making authority, executive support.
Role Clarity & Expectations	Evolving aged care, disability, and healthcare regulations.	Stress, inefficiency.	Regular leadership supervision, structured and documented. Key performance indicators & allocation of priorities.
Workplace Relationships	Managing cross-functional teams, dealing with resistant stakeholders.	Conflict, emotional exhaustion.	Leadership coaching, conflict resolution training. HR Team to provide support.
Exposure to Distressing Situations	Hearing about elder abuse, aged care and health service failures, crisis management.	Emotional toll, compassion fatigue.	Employee Assistance Program (EAP), debriefing sessions.
Job Security & Organisational Change	Policy shifts, budgetary constraints, funding cycles.	Disengagement.	Transparent communication, change management strategy. Support from HR Team.
Public & Media Scrutiny	Public health campaigns, policy advocacy, political pressures.	Stress, reputational concerns.	Media training, crisis communication planning.
Fatigue management	Not scheduling breaks. On call requirements.	May result in excessive hours due to unpredictability and nature of work.	Regular leave planning. Agreed flexi-time as required between CEO and Director.

Performance Evaluation and Review

Performance will be measured against agreed KPIs.

The Director of Healthy Ageing is accountable for ensuring all services under their leadership meet the requirements of the Aged Care Quality Standards, Home Care Common Standards, NDIS Standards, Victorian Clinical Governance Framework, and relevant Commonwealth and State legislation including the Charter of Aged Care Rights and Serious Incident Response Scheme (SIRS).

I,

Agree to undertake the duties as specified in the position description and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's policies and procedures.

Signature: _____

Date:/...../.....