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| HealthShare Victoria |
| Board Director Position Description |
| OFFICIAL |

HealthShare Victoria was established on 1 January 2021 as an independent public sector and commercially oriented independent provider of supply chain services (surety, procurement and logistics) to Victoria’s public health sector.

HealthShare Victoria provides short and long-term benefits for Victoria’s health system and patients:

* Using state-wide purchasing and economies of scale to generate significant benefits for health services.
* Improving patient outcomes through evidence-based product selection, reduced non-clinically justified variation in product utilisation, and enhanced availability of medical consumables.
* Establishing clearer accountabilities and improved coordination of the sourcing and distribution of medical supplies.
* Reducing critical stock distribution inequities at hospitals.

HealthShare Victoria is an independent entity operating under the *Health Services Act 1988* (Vic) and are integral to the Victorian health system. The board and the individual directors of HealthShare Victoria have formal duties and responsibilities to the Minister for Health (the Minister), public health services (as HealthShare Victoria’s core customers), the Secretary of the Department of Health (the department) and Victorian communities.

HealthShare Victoria was established under the same provisions of the *Health Services Act 1988* (Vic) that apply to Health Purchasing Victoria, and absorbs the functions currently provided by Health Purchasing Victoria. (Health Purchasing Victoria will continue to be the legal name of the entity, but HealthShare Victoria is its trading name.)

## Equal Opportunity and Diversity

At the Department of Health, we are committed to creating a health system that embraces individual differences to build a culture where everyone feels safe and valued. Having people with a diverse range of knowledge, skills, life experiences, cultural perspectives and personal qualities helps us to better reflect the Victorian communities we serve.

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community. To build an empowered and engaged leadership across the health system, the priority areas are First Nations people, people who live with a disability, people from culturally diverse backgrounds, people who identify as Lesbian, Gay, Bisexual, Trans and gender diverse, Intersex, Queer and Asexual (LGBTIQA+), gender equality and upholding human rights.

## Legislative framework

The board is responsible for ensuring the service is compliant with all relevant legislation. For HealthShare Victoria, the board’s responsibilities are primarily derived from the *Health Services Act 1988* (Vic)*.*

The *Health Services Act 1988* (Vic)establishes the board of HealthShare Victoria, and defines their duties, rights, and responsibilities. The board ensures the Minister, and the department are advised about significant board decisions and are informed in a timely manner of any issues of public concern or risk that affect or may affect the HealthShare Victoria.

Directors on the board of a public health service are considered public officials under section 4 of the *Public Administration Act 2004* (Vic)*.* As such directors are bound by the legislated requirements of the Victorian public sector values and the Directors’ Code of Conduct.

The *Financial Management Act 1994* (Vic)also applies to the financial administration of public health services relating to the accounting and reporting of public money and public property.

## Role of the Board

The role of the board of HealthShare Victoria is to oversee the performance of its organisation and ensure that it is meeting the policy and strategic objectives of the Minister and government of the day. The board is held to be ultimately responsible for all aspects of the organisation’s activities. This includes, among other things:

* setting the vision, strategy, and direction of the organisation, in line with government priorities
* having ultimate accountability of the organisational culture, including a workforce that feels safe
* oversight of the performance and delivery of key policy priorities
* ensuring the financial viability and sustainability of the organisation
* recruitment, support and monitoring the performance of the Chief Executive Officer.

The functions of the board are varied and cover accountability to stakeholders and leadership both internally and externally. Collectively, the board is responsible for creating a governance environment that acts in the best interests of the organisation, of Victorian communities and enables an integrated health system.

## Role of the directors

Board directors are an integral part of Victoria’s health system. Board directors are selected for their capabilities, encompassing personal and professional attributes, skills, knowledge, and experience, which are expected to continue to be developed while on the board.

Board directors are expected to:

* Have a genuine interest in the fundamental purpose of the organisation and its role in the health care service system.
* Have integrity and be accountable – dedication to fulfilling a director’s duties and responsibilities, putting the organisation’s interests before personal interests, and acting without bias or favours.
* Provide constructive challenge and oversight - the curiosity to ask questions and the courage to challenge, where necessary, in a respectful manner.
* Use and interpret complex information – understanding the need for information to enable good decisions.
* Adhere to the relevant obligations and duties set out in the Victorian Public Sector Commission’s (VPSC) website, including the Directors’ Code of Conduct[[1]](#footnote-2) and Government board duties and responsibilities[[2]](#footnote-3).
* Be aware of the *Health Services Act 1988* (Vic) and other applicable legislation and regulations.
* Develop a full understanding of the organisation’s finances, scope of service, strategic context, and legal framework.
* Ensure the organisation carries out its functions in a manner that is safe, effective, efficient and consistent with prudent financial management practices.
* Have a lens on how the organisation partners with other health providers to enable seamless health care for Victorians at the right place and time.
* Commit the time required to fully exercise the duties required of the position (about 1-2 days a month). Time is needed to:
	+ Attend, as a minimum, 75 percent of the approximately six board meetings per year which are usually held during the day. While meetings may be attended in person or on-line, it is important that all board directors attend some meetings in person.
	+ Participate in standing and/or ad hoc committees of the board (the board has three standing committees: Executive, Procurement and Finance, Audit and Risk).
	+ Review agenda items, papers and minutes of board and subcommittee meetings.
	+ Attend events where the health service requires representation. These are usually in person events such as strategy or planning days.
* Undertake Board Induction training and any other professional development required to fully discharge their responsibilities.

## Indemnification and remuneration

The health service indemnifies board directors so that they are not personally liable for anything done, or omitted to be done, **in good faith** when carrying out their duties. Any liability resulting from an act or omission attaches instead to the health service rather than individuals.

Directors are also entitled to remuneration for their services as a director of a public board. HealthShare Victoria has been classified as a Class A Band 4 board. The current renumeration rate for a director of HealthShare Victoria is $19,614.79 per annum.

## Key Selection Criteria

### While Victorian public health boards are based on capabilities, boards are more effective when these capabilities also represent the breadth and richness of the diverse voices of Victorian communities. A diverse leadership of the health system that represents the variety of backgrounds and cultures of Victorian communities enables the vision of achieving the best health, wellbeing and safety for everyone.

### Board Director Capability Framework

The Board Director Capability Framework (the Framework) has been developed by the department to enable board directors to have a clear expectation of what’s important to building an effective board to oversee the Victorian public health services. Additional specific capabilities have also been identified for HealthShare Victoria which are listed below.

To support and strengthen public health service boards, the department has outlined key attributes and capabilities. While some capabilities are necessary, all the attributes are necessary for the effective governance of a public health service. Some capabilities will depend upon the strategic outlook of the organisation and may be prioritised by a board based on its strategic focus.

Directors appointed to a board are preferred to be proficient in their nominated primary capabilities and are expected to attain the foundation level on the remaining capabilities within their first year after appointment.

For further information about the framework refer to [board applications](https://www.health.vic.gov.au/board-applications) <https://www.health.vic.gov.au/board-applications>.

### Board capabilities

Board directors are expected to, collectively as a board, cover the range of necessary capabilities to ensure good governance and a culture of inclusiveness, integrity, and safety.

The department has outlined 13 capabilities which are grouped into two tiers with additional capabilities specifically for HealthShare Victoria. The capabilities are

* Tier 1 – necessary capabilities that support effective governance; and
* Tier 2 – important capabilities that will depend upon the strategic outlook of the organisation and may be prioritised by a board based on its strategic focus.
* Specific capabilities for HealthShare Victoria (see below)

In ensuring these capabilities are present on the board, applicants are asked to nominate and provide supporting information on their three primary capabilities. Applicants will also be able to nominate and provide supporting information on up to three secondary capabilities.

#### Tier 1 – Capabilities necessary for a board

Audit and risk management

Clinical governance

Corporate governance

Financial management and accounting

Law

Patient (user) experience and consumer engagement

Registered clinician

Strategic leadership

#### Tier 2 – Capabilities important for a board

Asset management

Communications and stakeholder engagement

Community Services

Human resources management

ICT strategy and governance

#### Specific capabilities for HeathShare Victoria

Procurement

Commercial experience and acumen

Logistics and supply chain management

Shared services management

Economics

Health service and/or medical industry leadership

### Specific capabilities for HealthShare Victoria

### Procurement

* Strong experience in the acquisition of goods, services or works from an external source and the development, implementation and monitoring of appropriate (probity) controls.
* Expertise in assurance processes to ensure the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the purchaser in terms of quality and quantity, time, and location.
* Experience in the design and delivery of new procurement systems and processes to improve procurement compliance and data quality.

### Commercial experience and acumen

* Experience leading commercially focused organisations.
* Track record of driving financial performance and continuous improvement to maximise commercial outcomes.
* Experience in negotiating and managing state-wide (or equivalent scale) contracts for goods and services that leverage collective purchasing power to achieve optimal prices.

### Logistics and supply chain management

* Leadership experience in operating a state-wide or end-to-end supply chain network, including managing ordering from suppliers, purchasing, warehousing, logistics and transport.
* Experience in driving performance improvements across complex logistics and procurement networks.
* Ability to demonstrate different types of supply chain methodologies and how they best fit different situations.

### Share services management

* Leadership experience in the delivery of shared services in the health sector or elsewhere, including for instance corporate or back office functions.
* Leadership experience in managing a customer-focused business, catering to the needs of large institutional customers.

### Economics

* Demonstrated understanding of the ways to predict, model and analyse the production, distribution, and consumption of goods and services, and in particular, the impacts of human choices and utilising of scarce resources on a population or sector.
* A keen understanding of markets, performance of national and local economies, and approaches for analysing and interpreting data.
* Formal qualifications in economics or a specific subset, such as health economics.

It would be advantageous if an applicant has extensive skills in facilitating better decision making for business and/or government through application of economic reasoning and/or analysis.

### Health service and/or medical industry leadership

* Experience working with or alongside the sector that provides goods and services to treat patients with curative, preventive, rehabilitative, and palliative care.

Preferably, the applicant will have worked within a health or medical industry in a capacity to enable a strong understanding between the sort of materials that might be purchased for service provision and the outcomes associated with these. For example, understanding the cost benefit versus efficacy of products for similar purposes produced by different suppliers.

It is expected that there may be some overlap between this and other criteria such as Registered Clinician and Clinical Governance.

## Data and Privacy

When collecting and using personal information, the Department of Health acts in accordance with the Victorian Government Privacy Statement, and the *Privacy and Data Protection Act 2014* (Vic) which contains the Information Privacy Principles (IPPs).

Individuals do not have to disclose any personal information if they do not want to, but it can help the board and the department to understand how people can be supported through the recruitment process and beyond.

Applicants should read the Privacy and Consent Statement available at [board applications](https://www.health.vic.gov.au/board-applications) <https://www.health.vic.gov.au/board-applications>.

The department welcomes the opportunity to discuss reasonable adjustments or supports that can be provided throughout the recruitment process and/or post appointment. A discussion can be arranged by contacting healthservicegovernance@health.vic.gov.au.

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| If you would like help understanding this document or would like to receive it in another format please phone 03 9456 3724, using the National Relay Service 133 677 if required, or email healthservicegovernance@health.vic.gov.auAuthorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, October 2024.Available at [Applying for board positions](https://www.health.vic.gov.au/board-applications) <https://www.health.vic.gov.au/board-applications> |

1. Available from: <https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors/> [↑](#footnote-ref-2)
2. Available from [Duties and responsibilities of boards and board directors | boards.vic.gov.au](https://www.boards.vic.gov.au/duties-and-responsibilities-boards-and-board-directors) [↑](#footnote-ref-3)