



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2018-0170

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	20
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD FOI](#)
Subject: Re: Freedom of Information request CMTEDDFOI 2018-0139 [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Date: Wednesday, 11 July 2018 12:13:19 PM

Dear Matt

Just to clarify my previous email from yesterday

My request for emails, also includes any attachments

Specifically the email from Kerry CarMichael to Jim Venn on the 16th February includes the following attachments:

[FW Director of Medical Imaging SECUNCLASSIFIED.msg](#)
[\[REDACTED\] - employment history.docx](#)
[Signed ST Contract \[REDACTED\].E1020.pdf](#)
[Offer Letter \[REDACTED\].E1020.pdf](#)
[DPL \[REDACTED\].E1020.pdf](#)
[image001.jpg](#)

I do not appear to have these documents in the file provided.

Could you please have the information officer assess these files ASAP?

Please confirm you have received my request

Kind regards

[REDACTED]

On 9 Jul. 2018, at 3:59 pm, [REDACTED] wrote:

Dear Matt

My request for emails, I thought would also included any attachments
Could you please get information officer to assess these for release?

On 9 Jul 2018, at 1:34 pm, CMTEDD FOI <CMTEDDFOI@act.gov.au> wrote:

Good afternoon [REDACTED]

Please see the attached documents relating to your recent Freedom of Information request.

Regards,

Matt Leonard | Senior Freedom of Information Coordinator | Reporting and Information Management

Ph: 02 6207 3417

Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT

Government

Level 2, Canberra Nara Centre | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

████████████████████

<Decision letter to applicant - Full release.pdf>

<Request schedule.pdf>




ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2018-0170







via email: 

Dear 

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 9 July 2018, in which you specifically sought access to:

'The email from Kerry CarMichael to Jim Venn on the 16th February which includes the following attachments:

1. *FW Director of Medical Imaging SEC=UNCLASSIFIED.msg*
2.  *- employment history.docx*
3. *Signed ST Contract  E1020.pdf*
4. *Offer Letter_  E1020.pdf*
5. *DPI_  E1020.pdf*
6. *image001.jpg'*

Authority

I am an Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 6 August 2018.

Decision on access

Searches were completed for relevant documents and 12 documents were identified that fall within the scope your request. I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

I have decided to grant full access to 8 documents which were found in relation to item 1 and Item 6 of your request. The documents to be released as part of this request are provided as **Attachment B** to this letter.

Joiner of Applications (Items 2-5)

Items 2-5 of your request were requested under your application dated 10 July 2018 (our ref CMTEDD2018-0167). In accordance with section 43(2) of the Act I have decided to consider the 10 July 2018 and items 2-5 of this application as one request. As advised on 24 July 2018 the documents requested in items 2-5 of your request are currently subject to third party consultation. My decision in relation to the release of these documents will be provided to you in decision CMTEDD2018-0167 which is due on 28 August 2018.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the total number folio's to be released to you is below the charging threshold of 50 pages.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 9 August 2018. Your personal contact details will not be published.

You may view CMTEDD disclosure log at:

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman

GPO Box 442

CANBERRA ACT 2601

Via email: ombudsman@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Daniel Riley
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate
6 August 2018



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
	Attachments to the email from Kerry CarMichael to Jim Venn on the 16th February 2018.	2018-0170

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1	Email (1)	16-Feb-2018	Full	N/A	Yes
2	2-3	Email (2) as attachment to email (1)	24-Aug-2017	Full	N/A	Yes
3	4-6	Executive Action Request as attachment to email (2)	24-Aug-2017	Full	N/A	Yes
4	7-10	Position description as attachment to email (2)	24-Aug-2017	Full	N/A	Yes
5	11	Email (3) as attachment to email (2)	13-Jun-2017	Full	N/A	Yes
6	12-15	Executive Action Request as attachment to email (3)	13-Jun-2017	Full	N/A	Yes
7	16-19	Position description as attachment to email (3)	13-Jun-2017	Full	N/A	Yes
8	20	image001.jpg as attachment to email (1)	16-Feb-2018	Full	N/A	Yes

Total No
of Docs

8

From: [CarMichael, Kerry \(Health\)](#)
To: [Venn, Jim](#)
Subject: MD [DLM=For-Official-Use-Only]
Date: Friday, 16 February 2018 11:28:00 AM
Attachments: [FW Director of Medical Imaging SECUNCLASSIFIED.msg](#)
[\[REDACTED\]_employment history.docx](#)
[Signed ST Contract \[REDACTED\]_E1020.pdf](#)
[Offer Letter \[REDACTED\]_E1020.pdf](#)
[DPL \[REDACTED\]_E1020.pdf](#)
[image001.jpg](#)

Hi Jim

As discussed with you yesterday, I have attached a chronology and contracts in relation to [REDACTED] contract for today's meeting.

Kerry CarMichael

Senior Employee Advisor | Employment Services | People and Culture | ACT Health

Phone: 02 62079383 | **Email:** kerry.carmichael@act.gov.au

Level 3, 2 Bowes Street Phillip ACT 2606

PO Box 11, Woden ACT 2606 | www.act.gov.au



Care | Excellence | Collaboration | Integrity

From: [Dal Molin, Vanessa \(Health\)](#)
To: [Alexander, Tonia \(Health\)](#)
Cc: [Laws, Jackie \(Health\)](#)
Subject: FW: Director of Medical Imaging [SEC=UNCLASSIFIED]
Date: Thursday, 24 August 2017 12:11:52 PM
Attachments: [image001.jpg](#)
[Executive-Action-Request Director of Medical Imaging - request to advertise.docx](#)
[Executive Director 1.3 - Medical Imaging.docx](#)
[EAR - Director of Medical Imaging DLMsensitive.msg](#)

Tonia,

Re the EAR itself, there doesn't appear to be any information included? We'll need the advertisement wording etc added and details of where the position is to be advertised etc. We can probably use the earlier EAR as an example (and have the same advertisement), with the additional words that you've mentioned below about previous applicants. We will also need to explain the EAR why we are readvertising (ie. We have reviewed the job description and seeking a wider field)

Re [REDACTED] existing contract, we can probably extend if you don't think we'll have the selection process finalised by 29 September. I would suggest a further month would be sufficient. This can also be included on the attached EAR as well.

Happy to talk you through the documentation if you need. Attached is the earlier EAR and duty statement that was provided to CMTEDD back in June.

Thanks

Vanessa

Vanessa Dal Molin | A/g Business Manager
Office of the Director General, ACT Health

Ph: (02) 6207 9532 | M 0481 914 078 | Email: vanessa.dalmolin@act.gov.au

health.act.gov.au

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From: Alexander, Tonia (Health)
Sent: Tuesday, 22 August 2017 5:19 PM
To: Dal Molin, Vanessa (Health)
Subject: Director of Medical Imaging

Hi Vanessa,

Please see attached EAR to re-advertise the position, and a revised duty statement that reflects experience equivalent to a tertiary level degree is acceptable to meet the mandatory criteria.

My understanding is that we are re-advertising this with notification that existing applications will be included for consideration and these applicants do not need to re-apply.

Can you let me know if this all looks correct? Happy to make changes if you feel anything is required.

Also, [REDACTED] contract ends 29 Sept. Do you think we need to extend it, and if so, for how long?

Thanks,

Tonia Alexander
Acting Business Manager | Office of the Deputy Director General

Canberra Hospital and Health Services | ACT Health Directorate

Level 2, Building 24, Canberra Hospital
Phone: 02 6244 2169
E-mail: tonia.alexander@act.gov.au

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Executive Action Request

Instructions:

1. This form is completed by Directors-General to request Head of Service approval to complete Contract Executive actions.
2. The form should be completed electronically in MS Word and emailed to [Shared Services HR, Executive Contracts](#) for processing via the Director-General's office.
3. Guidance - Refer to [fact sheet](#) on the Customer Service Portal.

Note:

- Requests must be provided to Head of Service for consideration at least three weeks' prior to the proposed commencement date unless there are compelling reasons for the matter to be urgently considered.
- Requests to engage for periods of four weeks or less will not be approved without justification.

Request Details	
Directorate/Agency	Health Directorate
Position Title	Director of Medical Imaging
Position Number	E1020
Classification	Executive Level 1.3
Establishment Action (if applicable) <i>Complete Establishment Variation Authority form also</i>	
Multiple Actions?	No
Action 1	Advertise
Action 2 (if applicable)	
Action 3 (if applicable)	
Business Reason <i>Provide supporting information to assist the Head of Service</i>	Recruitment into vacant position
Compliance Check for Short Term Contract Requests (if applicable)	<input type="checkbox"/> Merit selection process completed (mandatory for engagements exceeding nine months). If so, specify date: <input type="checkbox"/> Total engagement does not exceed two years
Ministerial Appointment?	No
Directorate Contact	Tonia Alexander 62442169
Contract Executive Details	
Term of Contract	From: To:
Title	Select Title
Family Name	
Given Name(s)	
Date of Birth	

AGS Number (if known)	
Phone	
Email	
Superannuation Scheme	
Special Conditions (inc. additional payments, etc.)	
Advertising Details (if applicable)	
Vacancy period if known	
How will the vacancy be advertised	
Press Required	
Special Instructions	
Closing Date	
Hours Per Week	
Contact Officer	
Contact Officer Phone	
Contact Officer Email	
Wording for Advertisement:	
Director-General Details	
Name	
Date	
<p>Email the completed form to Shared Services HR, Executive Contracts for processing.</p> <p>Shared Services is responsible for ensuring the request meets with compliance and ACTPS legislative requirements and preparation and disbursement of documentation.</p>	
Shared Services Use Only	
Original Contract Start Date (for extensions only)	
Compliance check: <ul style="list-style-type: none"> • <i>Complies with Head of Service directions</i> • <i>Merit selection process completed (if greater than 9 months)</i> • <i>Total engagement does not exceed two years (short term) or five years (long term)</i> • <i>All relevant details have been provided</i> 	
Comments	
Head of Service Decision	

This request is

- approved
- modified and approved
- not approved

Reason if modified/not approved:

Name:

Date:

Director of Medical Imaging | Canberra Hospital & Health Services | Full-time

Classification: Executive Band 1.3

Salary:

Position No:

Directorate: ACT Health

Advertised:

Closes:

Contact:

Approved Duty Statement Date:

Initials:

About us:

ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region through its key service divisions: Surgery, Oral Health and Imaging; Women, Youth and Children; Critical Care; Cancer, Ambulatory and Community Health Support; Rehabilitation, Aged and Community Care; Mental Health, Justice Health and Alcohol and Drug Service; Pathology; Medicine; and Clinical Support.

The key strategic priority for the Medical Imaging Department of the Canberra Hospital is to provide state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW.

Overview of the work area and position:

The Director, Medical Imaging is a critical leadership role within ACT Health playing a key role in providing leadership and strategic, operational and financial management of ACT health's Medical Imaging Department to ensure high quality and effective delivery of Medical Imaging services needed to support program/service delivery and plans within a multi-site academic, research and client centred environment.

The main focus of the Director, Medical Imaging will include:

- Driving the development, implementation, and evaluation of effective department-wide policies and strategies that ensure integrated and sustainable Medical Imaging programs and services consistent with established priorities, strategic direction and regulatory standards.
- Developing effective and efficient communication and collaboration across CHHS operational management team members to ensure integration of services to support delivery of high-quality health care, improve patient access, facilitate efficient flow of patients across the care continuum, promote best practices, address issues and identify improvements to maximise organisational efficiencies.
- Defining an effective workforce plan for Medical Imaging services in collaboration with key partners and stakeholders that ensures the ongoing availability of qualified and technically competent staff within the context of operational demands and environmental and resource constraints.

Key Duties and Responsibilities:

It is expected that the Director, Medical Imaging will have a unique understanding of the responsibilities and accountabilities of this role being able to work collaborative across a range of areas in ACT Health. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team/community effort.

Reporting to Chief of Clinical Operations, the Director, Medical Imaging will be responsible for:

1. Leading, managing and being accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services (CHHS) ensuring the operational and financial requirements are met.
2. Providing strategic advice regarding current and future Medical Imaging service delivery to the Chief of Clinical Operations, Deputy Director-General, CHHS and key stakeholders.
3. Collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.
4. Leading the co-ordination of Medical Imaging service planning and policy development in line with the CHHS Strategic Plan and ACT Health's Policy requirements
5. Driving and contributing to the achievement of ACT Health's goals and aims of overall improvement of the health status of the community we service.
6. Leading and driving cultural and organisational change.
7. Promoting the ACT Health Values and Code of Conduct, leading in a manner that encourages the adoption of these standards in others.
8. Ensuring a workplace culture which attracts, retains and develops the workforce, achieves appropriate resourcing with equipment and consumables, and implements cost efficiencies and continuous improvement in the Medical Imaging Department.
9. Ensure outcomes are consistent with expectations and requirements of ACT Health and Health Services, The Canberra Hospital and community.
10. Representing ACT Health on internal and external working groups and the Directorate in meetings with other government and non-government agencies
11. Collaborating in the development, management and adherence of capital and operating budgets for Medical Imaging.
12. Implementing effective performance management processes and providing direction, guidance and cross-site leadership to the Medical Imaging a designated group of unionized staff.
13. Ensuring clarification of roles, adherence to accreditation and practice standards, and compliance with legislation and safety standards.
14. Creating an environment of evidence-based practice that encourages participation in research, fosters personal growth and supports opportunities for teaching and education of students and staff.

Personal Attributes:

To be successful in this position, the incumbent will have a demonstrated track record of successfully leading a management team in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

It is expected that the successful candidate will have the following attributes and abilities:

- Demonstrated experience in managing and leading a complex service across multiple sites.
- Demonstrated ability to complete high level strategic business analysis, with an emphasis on identifying and resolving barriers to progress and efficiencies.
- Proven ability to manage and lead a multidisciplinary team, and liaise effectively with a wide variety of key stakeholders including health service executive, clinicians, and external service providers.

- Possess high level management experience or a sound understanding of the requirements of high level management in the public sector.
- A proven track record of achievement and success in a similar role.
- Demonstrated professionalism and probity with a disposition to proactive risk management.
- Experience in shaping and guiding strategic financial decisions, formulating strategies in line organisational objectives.
- Well-developed leadership and management experience, including ability to inspire and motivate others to achieve corporate 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 in order to implement operational efficiency and understand the challenges facing modern healthcare service delivery.
- Political sensitivity and astuteness with a sophisticated understanding of the demands of public sector accountability.
- High level interpersonal skills in order to influence and provide key information to support decisions made by a diverse stakeholder group.
- Manages strategic networks and stakeholders to foster cooperation and builds trusted relationships with political groups and decision makers.

Qualifications and experience:

Mandatory:

- Relevant tertiary qualification in a relevant health care profession supplemented with leadership and business management courses, or ability to demonstrate equivalent experience commensurate with tertiary level qualification.
- Current registration/membership with a recognised professional association.
- Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

Desirable:

- Administrative or Management Tertiary qualification.
- Direct experience in managing the complex diagnostic imaging operations in a large hospital setting.

Please note prior to commencement successful candidates will be required to:

- undergo a pre-employment Police check.

Executive Selection Criteria

When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. Selection panels may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate high performance.

It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

(Please note that it is not necessary to address the capabilities and behaviours individually).

1. Leads and values people

Relevant capabilities:

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

2. Shapes strategic thinking

Relevant capabilities:

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

3. Achieves results with integrity

Relevant capabilities:

- 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

Relevant capabilities:

- Listens and communicates with influence
- Engages effectively across government
- Builds and maintains key relationships

5. Exemplifies citizen, community and service focus

Relevant capabilities:

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

From: [Dal Molin, Vanessa \(Health\)](#)
To: [Shared Services HR, Executive Contracts](#)
Cc: [Laws, Jackie \(Health\)](#); [Sek, Gabrielle \(Health\)](#); [Alexander, Tonia \(Health\)](#); [Bone, Chris \(Health\)](#)
Subject: EAR - Director of Medical Imaging [DLM=Sensitive]
Date: Tuesday, 13 June 2017 9:27:00 AM
Attachments: [EAR - Director Medical Imaging.docx](#)
[Executive Director 1 3 - Medical Imaging.docx](#)

Good morning,

Please find attached an EAR for the position of Director of Medical Imaging.

Many thanks,

Vanessa

Vanessa Dal Molin | A/g Business Manager
Office of the Director General, ACT Health

Ph: (02) 6207 9532 | M 0481 914 078 | Email: <<mailto:vanessa.dalmolin@act.gov.au>>
vanessa.dalmolin@act.gov.au

health.act.gov.au

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Executive Action Request

Instructions:

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Note:

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- Requests to engage for periods of four weeks or less will not be approved without justification.

Request Details		
Directorate/Agency	Health Directorate	
Position Title	Director of Medical Imaging	
Position Number		
Classification	Executive Level 1.3	
Establishment Action (if applicable) <i>Complete Establishment Variation Authority form also</i>	(Please Select)	
Multiple Actions?	No	
Action 1	<p>On 22 May 2017, the Head of Service agreed to upgrade the existing role of Manager, Medical Imaging (from SOG A to Executive Level 1.3). It is now proposed to advertise the position for an executive contract of up to five years.</p> <p>The Director, Medical Imaging is a critical leadership role within ACT Health playing a key role in providing leadership and strategic, operational and financial management of ACT health's Medical Imaging Department to ensure high quality and effective delivery of Medical Imaging services needed to support program/service delivery and plans within a multi-site academic, research and client centred environment.</p>	
Action 2 (if applicable)		
Action 3 (if applicable)		
Business Reason <i>Provide supporting information to assist the Head of Service</i>	Advertise	
Compliance Check for Short Term Contract Requests (if applicable)	<input type="checkbox"/> Merit selection process completed (mandatory for engagements exceeding nine months). If so, specify date: <input type="checkbox"/> Total engagement does not exceed two years	
Ministerial Appointment?	No	
Directorate Contact	Tonia Andersen	42169

Contract Executive Details	
Term of Contract	From: To
Title	Select Title
Family Name	
Given Name(s)	
Date of Birth	
AGS Number (if known)	
Phone	
Email	
Superannuation Scheme	
Special Conditions (inc. additional payments, etc.)	
Advertising Details (if applicable)	
Vacancy period if known	Long Term - Up to five years
How will the vacancy be advertised	Shared Services
Press Required	
Special Instructions	
Closing Date	Two weeks from date published on jobs.act.gov.au
Hours Per Week	Full time position
Contact Officer	Chris Bone
Contact Officer Phone	(02) 620 47354
Contact Officer Email	Chris.bone@act.gov.au

Wording for Advertisement:	<p><u>ACT Health</u> <u>Director of Medical Imaging, Canberra Hospital and Health Services</u> <u>(Executive Level 1.3)</u></p> <p>ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services.</p> <p>This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.</p> <p>To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.</p> <p>Interested applicants can seek further information from Mr Chris Bone on telephone (02) 617 47354.</p> <p>Interested candidates are requested to submit an EOI of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Chris Bone.</p> <p>Applications close 11.59pm XXXXXXXXXXXX 2017.</p>
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Director-General Details	
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Name	Nicole Feely
Date	08/06/2017

Email the completed form to [Shared Services HR, Executive Contracts](#) for processing.

Shared Services is responsible for ensuring the request meets with compliance and ACTPS legislative requirements and preparation and disbursement of documentation.

Shared Services Use Only	
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Original Contract Start Date (for extensions only)	
Compliance check:	
<ul style="list-style-type: none"> • <i>Complies with Head of Service directions</i> • <i>Merit selection process completed (if greater than 9 months)</i> • <i>Total engagement does not exceed two years (short term) or five years (long term)</i> • <i>All relevant details have been provided</i> 	
Comments	

Head of Service Decision

This request is

- approved
- modified and approved
- not approved

Reason if modified/not approved:

Name:

Date:

Director of Medical Imaging | Canberra Hospital & Health Services | Full-time

Classification: Executive Band 1.3

Salary:

Position No:

Directorate: ACT Health

Advertised:

Closes:

Contact:

Approved Duty Statement Date:

Initials:

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8. Ensuring a workplace culture which attracts, retains and develops the workforce, achieves appropriate resourcing with equipment and consumables, and implements cost efficiencies and continuous improvement in the Medical Imaging Department.
9. Ensure outcomes are consistent with expectations and requirements of ACT Health and Health Services, The Canberra Hospital and community.
10. Representing ACT Health on internal and external working groups and the Directorate in meetings with other government and non-government agencies
11. Collaborating in the development, management and adherence of capital and operating budgets for Medical Imaging.
12. Implementing effective performance management processes and providing direction, guidance and cross-site leadership to the Medical Imaging a designated group of unionized staff.
13. Ensuring clarification of roles, adherence to accreditation and practice standards, and compliance with legislation and safety standards.
14. Creating an environment of evidence-based practice that encourages participation in research, fosters personal growth and supports opportunities for teaching and education of students and staff.

Personal Attributes:

To be successful in this position, the incumbent will have a demonstrated track record of successfully leading a management team in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

It is expected that the successful candidate will have the following attributes and abilities:

- Demonstrated experience in managing and leading a complex service across multiple sites.
- Demonstrated ability to complete high level strategic business analysis, with an emphasis on identifying and resolving barriers to progress and efficiencies.
- Proven ability to manage and lead a multidisciplinary team, and liaise effectively with a wide variety of key stakeholders including health service executive, clinicians, and external service providers.

- Possess high level management experience or a sound understanding of the requirements of high level management in the public sector.
- A proven track record of achievement and success in a similar role.
- Demonstrated professionalism and probity with a disposition to proactive risk management.
- Experience in shaping and guiding strategic financial decisions, formulating strategies in line organisational objectives.
- Well-developed leadership and management experience, including ability to inspire and motivate others to achieve corporate 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 in order to implement operational efficiency and understand the challenges facing modern healthcare service delivery.
- Political sensitivity and astuteness with a sophisticated understanding of the demands of public sector accountability.
- High level interpersonal skills in order to influence and provide key information to support decisions made by a diverse stakeholder group.
- Manages strategic networks and stakeholders to foster cooperation and builds trusted relationships with political groups and decision makers.

Qualifications and experience:

Mandatory:

- Relevant tertiary qualification in a relevant health care profession supplemented with leadership and business management courses.
- Current registration/membership with a recognised professional association.
- Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

Desirable:

- Administrative or Management Tertiary qualification.
- Direct experience in managing the complex diagnostic imaging operations in a large hospital setting.

Please note prior to commencement successful candidates will be required to:

- undergo a pre-employment Police check.

Executive Selection Criteria

When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. Selection panels may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate high performance.

It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

(Please note that it is not necessary to address the capabilities and behaviours individually).

1. Leads and values people

Relevant capabilities:

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

2. Shapes strategic thinking

Relevant capabilities:

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

3. Achieves results with integrity

Relevant capabilities:

- 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

Relevant capabilities:

- Listens and communicates with influence
- Engages effectively across government
- Builds and maintains key relationships

5. Exemplifies citizen, community and service focus

Relevant capabilities:

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes



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