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| Ambulance Victoria |
| Board Director Position Description |
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The Board and the individual directors of Ambulance Victoria have formal duties and responsibilities to the Minister for Ambulance Services (the Minister), the Secretary of the Department of Health (the department) and the public.

# Ambulance Victoria

Ambulance Victoria aims to improve the health of the community by providing high quality, safe, patient-centred pre-hospital care and medical transport. Ambulance Victoria provides emergency medical response to more than six million people across an area of more than 227,000 square kilometres.

Ambulance Victoria is an integral part of the Victorian health system which promotes and protects Victorians’ health. The objectives of an ambulance service are to:

(a) respond rapidly to requests for help in a medical emergency

(b) provide specialised medical skills to maintain life and to reduce injuries in emergency situations and while moving people requiring those skills

(c) provide specialised transport facilities to move people requiring emergency medical treatment

(d) provide services for which specialised medical and/or transport skills are necessary

(e) foster public education in first aid.

The Board of Ambulance Victoria has a range of accountabilities. The key functions of the Board are to meet the service’s objectives; continuously improve the safety and quality of services provided to the community as well as oversee effective financial and organisational performance.

The Board is responsible for the health, wellbeing and safety of the organisation’s people – ensuring staff and first responders are working in a safe, fair and inclusive culture. Overseeing implementation of the Victorian Equal Opportunity and Human Rights Commission’s Review is a key priority for the Ambulance Victoria Board.

The Board is also responsible for ensuring, and clearly role modelling, Ambulance Victoria’s organisational values and behaviours reflect those required to guide and prioritise appropriate behaviour in a safe and inclusive ambulance service, as well as today’s health care and emergency response environments. The Board is committed to facilitating an organisation that demonstrates respect in all aspects of its operations and service delivery.

## Equal Opportunity and Diversity

The department is committed to ensuring that health boards and committees reflect the rich diversity of the Victorian community. Consistent with the Victorian Equal Opportunity and Human Rights Commission’s Review into workplace equality, increasing diversity on the Ambulance Victoria board is a key priority.

The department encourages applications from women, people of all ages, Aboriginal and / or Torres Strait Islander people, people with disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people. We will provide reasonable adjustments to the recruitment process upon request.

## Legislative framework

Ambulance Victoria has a Board of Directors that is responsible for the effective and efficient governance of the organisation.

The board must ensure Ambulance Victoria is compliant with the requirements of the *Ambulance Services Act 1986 (Vic)*. 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 Ambulance Victoria.

Directors on the Board of a public health entity are considered a public official 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 Ambulance Victoria relating to the accounting and reporting of public money and public property.

## Role of the Board

The role of Ambulance Victoria’s Board is to oversee the organisation and ensure that it is meeting the policy and strategic objectives of the Minister and government of the day. The board is ultimately responsible for all aspects of the service’s activities, including:

* setting the vision, strategy and direction of the organisation, in line with Victorian government priorities
* having ultimate accountability for the delivery of safe and quality care, including cultural safety
* governance and leadership of organisational transformation
* leadership succession planning and performance management of the Chief Executive Officer
* overall oversight of the performance and delivery of key policy priorities
* ensuring the ongoing financial viability of the organisation.

The functions of the Board are varied and cover accountability to stakeholders and leadership both internally and externally, now and into the longer term. Collectively, the Board is responsible for creating a governance environment that acts in the best interests of the entity, the broader health system, its people and the community.

## Role of the directors

Board directors are an integral part of Victoria’s health system and health services cannot operate without them. Board directors are appointed by the Minister, with advice from the Chairperson, the department and Boards Ministerial Advisory Committee.

Board directors are Australian citizens or permanent residents and preferably members of the Victorian community. Directors are selected for their capabilities, encompassing personal and professional attributes, skills, knowledge and experience, which they are expected to continue to develop while on the board.

Board directors are expected to:

* lead an organisation that demonstrates respect in every aspect of the organisation’s operations
* commit to the delivery of safe, high quality, culturally safe, person-centred care – a genuine interest in the fundamental purpose of the organisation and its role in the health care service system
* create, foster and operate a safe, fair and inclusive working environment, focusing on both the physical, emotional and psychological wellbeing of the organisation’s people, including staff and first responders
* shape and role model Ambulance Victoria’s values and behaviours to guide and prioritise appropriate behaviour in a modern and inclusive ambulance service, as well as broader health care and emergency response environments
* have integrity and be accountable – dedication to fulfilling a director’s duties and responsibilities, putting the organisation’s interests before personal interests and acting ethically
* provide constructive challenge and oversight - the curiosity to ask questions and the courage to persist in asking, and to challenge management and fellow board directors where necessary
* use and interpret complex information – understanding the need for information on which to base decisions
* have an understanding of the Ambulance Services Act 1986 (Vic) and other applicable legislation and regulations
* commit the time required to fully exercise the duties required of the position (about 16 hours per month to prepare for and attend board and committee meetings). Time is needed to:
	+ attend, as a minimum, 75 percent of the approximately 11 board meetings per year (these are usually held during the day). Meetings may be attended in person or on-line however some in-person commitments may be required.
	+ participate on sub-committees of the board and serve on one or more ad-hoc committees as necessary. Sub-committees include, but are not limited to, audit and risk, finance, quality, people and culture, and community advisory.
	+ review agenda items, papers and minutes of board and committee meetings; and
	+ attend events where the health service requires representation.
* develop a full understanding of the organisation’s finances, scope of service, strategic context and legal framework.
* adhere to the relevant obligations and duties set out in the Victorian Public Sector Commission’s (VPSC) Directors’ Code of Conduct[[1]](#footnote-2) and the department’s Director’s Toolkit[[2]](#footnote-3) (namely the ‘conduct, ethics and fiduciary duties’ and ‘statutory duties’ chapters).
* 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.

Directors are also entitled to remuneration for their services as a director of a public board. Ambulance Victoria is classified as a Class A Band 3 board. The 2022-23 renumeration rate for a director of Ambulance Victoria is $38,451.86 per annum.

**Key Selection Criteria**

The board has collective responsibility for decision making and each director is equally responsible for decisions made. Directors will have varying levels of diverse experience and knowledge which makes for better decisions.

### Minimum individual capabilities

All applicants to the role are required to demonstrate a basic knowledge and understanding of the following concepts that will equip them to perform the role of a director, which will be developed further if appointed:

* 1. Corporate governance – the role of the board, its relationship to management and the accountability mechanisms for Ambulance Victoria, including the board’s ultimate accountability to the Minister
	2. Clinical governance – mechanisms to ensure the delivery of safe, high quality, culturally safe services (noting that all new directors will be provided training in the Victorian Clinical Governance Framework)
	3. Financial literacy – the ability to understand and interpret financial reports, including the audited financial statement in the organisation’s Annual Report, to determine the financial health of the organisation
	4. Legal literacy – the ability to understand the legal framework within which Ambulance Service board operates, including its primary obligations under the Ambulance Services Act.

### Board capabilities

Ideally, board members are expected to collectively cover a suite of capabilities as determined by the department. Currently, the department has defined 13 capabilities for health service boards. These are grouped into two tiers:

* Tier 1 – the necessary capabilities that a board requires to set the strategic priorities that a Victorian health board would be expected to address in the normal course of its duties; and
* Tier 2 – important capabilities that are desirable for a board, and the extent of the requirement can be dependent on the strategic plans of the entity.

To ensure these capabilities are present on the board, applicants are asked to nominate and provide supporting information on their three primary capabilities.

It is recognised that applicants will be on a spectrum of capability, with boards seeking applicants based on current gaps, as well as future needs to manage succession planning. The capabilities listed in **bold** reflect those of particular interest for the Ambulance Victoria Board based on current skill composition.

As part of their application, applicants should demonstrate the knowledge and experience they will bring to the role in the areas identified as their key capabilities. Applicants will also be able to indicate secondary capabilities. These are additional capabilities that an applicant will possess in addition to their three primary capabilities.

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

1. **Audit and risk management**
2. **Clinical governance**
3. Corporate governance
4. **Financial management and accounting**
5. Law
6. **Patient (user) experience and consumer engagement**
7. Registered clinician
8. Strategic leadership / Executive management

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

1. Asset management
2. **Communications and stakeholder engagement**
3. Community Services
4. Human resources management
5. **ICT strategy and governance**

### Board Director Capability Framework

The department has developed the Board Director Capability Framework (the framework) to enable a more consistent definition of the capabilities currently identified for health service boards. Capabilities have three different levels of proficiency –foundational, proficient and advanced.

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

The framework provides more information on the capabilities. The information supplied by applicants will be used to make an assessment.

For further information about the framework refer to <https://www.health.vic.gov.au/applying-for-board-director-positions>

## 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.

The department invites all applicants, directors and chairs to tell us if they identify as Aboriginal and / or Torres Strait Islander, a person with disability, from a culturally or linguistically diverse background, LGBTIQ+ or a young person, aged 25 years old or less.

The department welcomes the opportunity to discuss support that can be provided with any person who identifies as any of the above through the recruitment process and/or post appointment. A discussion can be arranged by contacting healthservicegovernance@health.vic.gov.au.

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1. Available from: <https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors/> [↑](#footnote-ref-2)
2. Available from: <http://www.health.vic.gov.au/boards-and-governance/directors-toolkit> [↑](#footnote-ref-3)