

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.
- All *Responsible Person* under the *Aged Care Act 2024* or *Key Personnel* under the *2013 NDIS Act*, must complete an annual Suitability Assessment, notify MyKPRP@nh.org.au within 5 days of any change in their suitability circumstances, and provide Northern Health with required documentation (e.g. police checks, statutory declarations) to support ongoing record-keeping obligations.



POSITION DESCRIPTION

Position Title:	Director Corporate Governance /Board Secretary
Key Personnel/Responsible Person:	Yes
Business Unit/Division:	Office of CEO
Award Agreement:	Health & Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025
Classification:	HS9
Employment Type:	Ongoing Full Time
Reports to:	Chief Executive
Date Prepared/Updated:	June 2026

ROLE STATEMENT

General Role Statement:

The Director Corporate Governance/Board Secretary position is a member within the Office of the Chief Executive. The role is responsible for Northern Health's corporate governance framework and for providing end to end board secretarial support.

Reporting directly to the Chief Executive, the Director Corporate Governance/Board Secretary acts as a trusted advisor and strategic partner, supporting effective governance. The role leads Board and Committee governance, supports organisation-wide decision-making, and ensures Northern Health meets its statutory, regulatory, and public-sector accountability obligations.

The Director Corporate Governance/Board Secretary is a key link among the Board, the Chief Executive, the Executive, the Department of Health, and other external stakeholders. The role requires sound judgement, political acumen, and strong stakeholder management skills, and contributes to organisational performance, strong governance, and the delivery of Northern Health's strategic objectives.

The position is responsible for the Corporate Governance Framework and acts as the principal advisor to the Chief Executive on governance, Board operations, executive coordination and strategic organisational matters. It is also accountable for supporting effective Board and Committee operations, coordinating enterprise priorities, providing strategic advice and briefing support, managing key stakeholder relationships, and ensuring governance systems support informed decision-making and organisational accountability.

The position works across the organisation to support alignment among Board priorities, Executive decision-making, and organisational delivery, ensuring that significant matters are progressed effectively and that risks are appropriately managed.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.

- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

Diversity and Inclusion

- Leading by example to demonstrate inclusive behaviour, show respect for colleagues from diverse backgrounds and acknowledge their experiences and perspectives.
- Take advantage of diverse views and perspectives to develop new approaches to service delivery.
- Address non-inclusive behaviours, practices and attitudes within the organisation as this role provides an opportunity to interact across all sites and directorates.
- Champion the business benefits generated by a diverse workforce.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Corporate Governance and Board Affairs

- Lead Northern Health's corporate governance framework and governance systems.
- Provide expert governance advice to the Board Chair, Board Directors, Chief Executive and Executive.
- Coordinate the annual Board and Executive governance calendar and workplan, ensuring strategic planning, performance reporting, governance reviews and statutory obligations are effectively managed and aligned.
- Ensure the effective operation of the Board and all Board Committees, including governance planning, annual work programs and meeting management.
- Coordinate and prepare the timely completion and dispatch of board and committee papers.
- Ensure that the business at board and board subcommittees meetings is accurately captured in the minutes.
- Ensure the integrity and maintenance of official Board records, registers, correspondence, minute books, governance systems and Board information repositories.
- Organise and facilitate the induction and development of Directors.
- Coordinate Board evaluations, governance reviews and governance improvement initiatives.
- Maintain oversight of Board resolutions, actions, delegations, governance policies and statutory registers.
- Coordinate and monitor Board-related statutory, regulatory and compliance obligations, including declarations, mandatory training, Board performance evaluations, attendance reporting, Statement of Priorities processes, Annual General Meetings, and responsible person requirements under relevant legislation.
- Monitor compliance with legislative, regulatory and public sector governance obligations.

- Provide oversight of Executive and Board action tracking and governance processes that support delivery of strategic objectives and legislative and regulatory requirements.
- Support organisational improvement initiatives and governance reform programs.
- Act as custodian of the Northern Health Common Seal and associated statutory registers.
- Establish and monitor standards for Board and Executive reporting to ensure high-quality, decision-focused and governance-compliant submissions
- Lead governance education, training and capability-building initiatives for Executives and senior leaders to promote contemporary governance practices and improve reporting and decision-making quality.

Government and External Relations

- Develop and maintain effective relationships with the Department of Health, Ministerial Offices, government agencies and external stakeholders.
- Coordinate responses to ministerial correspondence, government requests, parliamentary matters and executive briefings.
- Support the Chief Executive and Board in managing strategic stakeholder relationships and external engagement activities.
- Monitor emerging government policy, public sector governance developments and integrity obligations.

Leadership and Organisation Contribution

- Provide leadership across Office of the Chief Executive functions.
- Promote a culture of accountability, integrity, transparency and continuous improvement.
- Contribute to enterprise leadership and organisational decision making.
- Build organisational capability in governance and public sector accountability.
- Champion Northern Health's values of Safe, Kind and Together.

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

- Relevant tertiary qualification, or similar and relevant industry experience.
- Membership of the Governance Institute of Australia or equivalent professional body desirable.

Knowledge, Skills and Behaviours:**Strategic Thinking and Judgement**

- Demonstrated ability to think strategically and provide balanced advice on complex organisational issues. Able to analyse information from multiple sources, identify emerging risks and opportunities, consider long-term implications and support informed decision-making in a dynamic health service environment.

Executive Advisory Capability

- Highly developed ability to provide trusted, evidence-based advice to senior executives and governing bodies. Demonstrates sound judgement, discretion and the ability to distil complex information into clear recommendations and practical solutions.

Political and Organisational Acumen

- Demonstrated understanding of the Victorian public sector environment and the ability to navigate complex organisational and stakeholder dynamics. Exercises sound judgement when managing sensitive, high-profile or politically significant matters.

Corporate Governance Expertise

- Strong understanding of contemporary governance principles, public sector accountability requirements and governance frameworks. Able to provide authoritative advice on governance obligations, Board processes, legislative compliance and organisational stewardship.

Stakeholder Engagement and Influence

- Highly developed relationship management skills with the ability to build credibility, trust and productive partnerships across a diverse range of stakeholders. Demonstrated ability to influence outcomes, facilitate collaboration and achieve results in environments where authority is exercised through influence rather than direct reporting relationships.

Government and Ministerial Liaison

- Demonstrated experience working with government agencies, departments, ministers' offices or external regulatory bodies. Able to coordinate complex correspondence, briefings and responses while maintaining a strong understanding of public sector protocols and expectations.

Complex Problem Solving

- Demonstrated ability to analyse complex issues, identify underlying causes, evaluate options and develop practical solutions. Comfortable operating in ambiguity and managing competing priorities while maintaining a focus on organisational outcomes.

Exceptional Written and Verbal Communication

- Highly developed communication skills with the ability to prepare clear, concise and influential Board papers, executive briefings, reports, submissions and correspondence. Able to communicate effectively with stakeholders at all levels and translate complex information into meaningful insights.

Enterprise Leadership and Collaboration

- Demonstrated ability to contribute beyond functional responsibilities and support whole-of-organisation outcomes. Works collaboratively across organisational boundaries, fosters alignment among stakeholders, and contributes positively to the effectiveness of the Executive and the broader leadership team.

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: