



Position Description

Position Title Executive Manager Primary Care and Healthy Ageing

Division / Team Primary Care and Ageing Division and member of the executive leadership team
Leading medical services, nursing, allied health and aged care programs

Reports to CEO

Agreement / Award Executive contract

Classification NA

EFT / Term As per contract of employment

Work Location Ballarat, across multiple work locations

Date Approved February 2026

About Ballarat Community Health Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles Address health inequity and inequality
Improve the health and wellbeing of our community
Have impact and be sustainable

Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary The Executive Manager – Primary Care and Healthy Ageing provides strategic, clinical and operational leadership across Ballarat Community Health’s primary care and healthy ageing services.

As a member of the BCH executive management team, the role contributes to whole-of-organisation leadership, strategy and decision-making, while ensuring BCH’s primary care and healthy ageing services are accessible, affordable, high-quality, person-centred and sustainable.

Principal Areas of Responsibility

Strategic leadership and executive contribution

- Lead the planning, delivery and continuous improvement of the Primary Care and Ageing portfolio in alignment with BCH’s strategic plan and values.
- Actively contribute as a member of the Executive Team, supporting organisational strategy, performance and culture.
- Support the CEO and board in driving the impact and sustainability of the division, recommending decisions for improvements and development.
- Identify and respond to emerging community needs, demographic trends, policy reforms and funding opportunities relevant to primary care and ageing.
- Drive integrated and innovative models of care that improve access, outcomes and equity.

Clinical governance, quality and safety

- Ensure robust clinical governance across all services within the portfolio.
- Maintain executive oversight of quality, safety, risk and continuous improvement for the division, working closely the quality team and other client service areas of BCH.
- Ensure compliance with all relevant legislation, accreditation standards and funding agreements.
- Promote evidence-based practice and a strong culture of safety and learning.

Operational and financial performance

- Accountable for service performance and client outcomes across the portfolio.
- Lead budget development, financial management and resource allocation to support sustainable service delivery.
- Monitor performance through data and reporting, addressing risks and variances in a timely manner, focusing on increased efficiency and sustainable growth.
- Ensure effective workforce planning aligned to current and future service demand.

People leadership and culture

- Provide visible, values-based leadership to multidisciplinary clinical and operational teams within this division.
- Work in partnership with the Executive Manager Community and Public Health to drive clinical performance and outcomes across BCH.
- Foster an inclusive, high-performing culture aligned with BCH values.
- Build leadership capability, support professional development and contribute to succession planning.
- Ensure staff wellbeing, safety and engagement are prioritised through regular ongoing supervision with direct reports.
- Provide supervision, coaching, and workload oversight for direct reports.
- Conduct annual Performance Development Reviews and ongoing feedback discussions.
- Lead recruitment, workforce planning and team development in partnership with People & Culture.
- Where necessary, implement disciplinary, grievance or performance management procedures in consultation with People & Culture and the Manager/Executive Manager.

Partnerships and system leadership

- Build and maintain strong relationships with key partners, including other primary care providers local health service networks, PHNs, aged care providers and community organisations.
- Represent BCH in regional, and sector forums as a senior executive leader.
- Contribute to advocacy and system reform to improve access to primary care and healthy ageing services across the region.

Governance, reporting and assurance

- Provide high-quality advice, regular briefings and reports to the CEO, Executive Team and Board as required.
- Support the CEO and other members of the executive in providing assurance to the Board regarding performance, risk, compliance and quality within the portfolio.
- Contribute to organisational governance, policy development and risk management.

Scope

- Act consistent with BCHs executive charter
- Act within BCHs policy framework and particularly instruments of delegation.
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
- Drive personal professional development and share knowledge across the organisation.

Key relationships

Internal

- All BCH employees
- BCH board of directors
- Chief executive officer
- Executive Team Members
- Executive assistants
- Quality, risk and compliance team
- People and Culture officers
- Financial and other corporate services

External

- Primary Health Networks
- Local hospitals and health services
- Aged care providers including BCH Support at Home Associate Providers and the Sector Support and Development Team
- Consortia partners
- Government and funding bodies
- Community partners and stakeholders

Key meeting requirements (which are subject to change over time)

- Executive Team – member
- Extended Leadership Group- member
- Quality of Care – board sub committee – co-advisor
- BCH Board – periodical attendance as required
- Clinical Governance and Quality Committee – Co Chair
- Aged Care Reforms Exec/ Leads progress meetings – Chair
- Trans and Gender Diverse In Community Health SteerCo Meetings

Organisational Responsibilities	<ul style="list-style-type: none"> • Be aware of and perform all duties in accordance with the organisation’s stated policies and procedures • Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes • Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values • Work within professional boundaries and relevant scope of practise at all times • Maintain relevant professional registration • Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field • Participate in compulsory BCH training programs • Ensure that client and staff confidentiality is respected and upheld at all times • Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values • Participate in performance development plans and supervision • Participate in the organisation’s continuous quality improvement programs and activities
Qualification requirements	<ul style="list-style-type: none"> • AHPRA health related registration and qualification – preferred but not essential • Post graduate qualification in leadership or management or a relevant domain.
Key Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of contemporary primary care and aged care reform and policy directions. • Demonstrated senior executive leadership experience in primary care, community health, aged care or a related health services environment. • Strong business acumen (including managing budget performance and monitoring processes) as it pertains to primary care and community based aged care. • Strong understanding of clinical governance, quality and safety frameworks. • Demonstrated ability to lead strategic change, service reform and innovation. • Highly developed communication, influencing and stakeholder engagement skills. • Track record of values driven leadership <p>Desirable</p> <ul style="list-style-type: none"> • Experience working in community health or not-for-profit environments.
Conditions of Employment and other relevant information	<ul style="list-style-type: none"> • The successful applicant will be required to maintain a current driver’s licence. • BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation. • The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check. • The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position. • The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position. • Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position. • BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH’s areas of operation. • Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. • Salary sacrifice arrangements are available to all staff subject to BCH’s ongoing Fringe Benefits Tax exempt status.