

Position Description

West Metro Local Health Service Network Director

This Position Description is subject to final budget outcomes, as per June 2026.



West Metro Local Health Service Network

Since 1 July 2025, 12 Local Health Service Networks (LHSNs) have been established in Victoria. LHSNs brings together health services within a defined geographical area with a focus on delivering care for patients closer to home. They were a key recommendation in the [Health Services Plan](#), with focus areas across: Access, equity and flow; Workforce; Safety and quality; and Shared services. Each Network is responsible for:

- Meeting the needs of their community and delivering care as close to home as possible.
- Supporting more equitable and consistent care for patients.
- Increasing consistency of quality and safety of care.
- Strengthening workforce attraction, attention and support.
- Delivering support services at scale.

Local Health Services Networks are funded by Victoria State Government. Whilst multi-year funding for Networks has been announced, the final budget for FY26/27 and beyond has not been confirmed yet by 1 June 2026, and therefore this Position Description is subject to this final confirmation of the West Metro LHSN budget.

The West Metro LHSN consists of two health services: Western Health and Werribee Mercy Hospital. The catchment of West Metro LHSN covers the inner and outer Western suburbs of Melbourne, from Maribyrnong to Wyndham, from Bacchus Marsh to Sunbury. It has a population around 1 million people, representing a wide range of cultural diversity and socioeconomic advantage and disadvantage. Its population is amongst the fastest growing in the state and expected to reach nearly 1.7 million over the next 15 years.

Western Health (WH)

Western Health is the major public health care provider and one of the largest employers in the rapidly growing and culturally diverse suburbs west of the city of Melbourne. It operates four acute overnight hospitals (Sunshine, Footscray, Bacchus Marsh and Williamstown), two day hospitals (Melton, Sunbury) and a number of community facilities. WH provides a comprehensive range of services, ranging from acute tertiary services in areas of emergency medicine, intensive care, medical and surgical services, through to subacute care and specialist ambulatory clinics, at home and community-based services.

Werribee Mercy Hospital (Mercy)

Werribee Mercy Hospital is part of Mercy Hospitals Victoria Ltd, a denominational health service with hospitals in different LHSNs. Werribee Mercy Hospital delivers comprehensive healthcare services to communities in the southwestern suburbs of Melbourne, including emergency, surgical, medical, sub-acute, mental health, palliative, maternity, newborn, and renal dialysis services.

Position details

Position Title:	West Metro LHSN Director
Service/ Division:	Western Health, on behalf of the West Metro Local Health Service Network*
Location:	Hybrid, based at a Western Health site (currently Footscray Hospital)
Reports To:	CEOs of the West Metro LHSN (with a direct reporting line as an employee of Western Health to a member of the Western Health Executive)
Enterprise Agreement:	Health and Allied Services Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Classification:	HS 8
FTE	1.0
Employment Status:	Fixed Term to June 30 2029
Date prepared/updated:	June 2026

**Western Health acts as fund holder for the West Metro LHSN and, as such, roles dedicated to the West Metro LHSN are employed by Western Health.*

Position purpose

The West Metro LHSN Director leads the work of the West Metro LHSN ensuring the Network sets and achieves its strategic goals in line with the reform agenda set out in the Health Services Plan and department policy for Networks. The role is responsible for and will guide the relevant health service stakeholders through developing and delivering on its annual Statement of Expectations in line with the Network strategy and the department Outcomes Framework for LHSNs.

The West Metro LHSN Director provides strong direction in leading and operating the LHSN Office, leading strategic and operational planning, maintaining good practice governance, reporting and supporting the achievement of strategic and project outcomes. The West Metro LHSN Director acts as the primary point of

contact and coordination for government and for both health services in relation to the delivery on the objectives and initiatives in the Statement of Expectations and Network related funding.

The Director of the West Metro LHSN will be appointed by the Member who maintains the Network Office (Western Health) and has a dotted reporting line to the CEOs of the Members, that is separate to and independent of the incumbent's substantive position and reporting line within the employing health service.

Key responsibilities

LHSN Leadership and coordination

- Leading the West Metro LHSN in achieving its strategic objectives in line with the reform agenda from the Department of Health (DH) for Networks, to maximise value for staff and the community in the West.
- Lead the Network as a system-wide change agent, identifying and addressing complex, cross-service challenges and opportunities that require coordinated solutions beyond individual organisational boundaries.
- Drive the execution of the Network 3-year strategy and annual work plans aligned to government reform, with clear priorities, outcomes, and measures of success.
- Leading the secretariat (LHSN Office) and effectively administer the Network, which includes the following responsibilities as outlined in the West Metro LHSN Memorandum of Understanding:
 - Support the Network to achieve its objectives.
 - Manage and administer the Network.
 - Facilitate the development and delivery of the annual work plan and 3 year strategy, including projects and programs determined by DH.
 - Proactively engage with all Members and advance their collective interests
 - Facilitate collaboration across the Members.
 - Facilitate two-way information sharing between DH and members on Network issues and priorities.
 - Ensure compliance with planning and reporting requirements, including development of the annual reports and financial reporting.
 - Facilitate and nurture the sharing of knowledge and learning across both health services and with other Networks.
 - Identify opportunities for collaboration and working with LHSN members to design and deliver those initiatives.
 - Support the pursuit of funding opportunities, including advocating on behalf of the West Metro LHSN with DH and developing funding applications in response to DH Expression of Interest.
 - Represent West Metro LHSN on key forums and committees, contributing through presentations and updates to key stakeholder groups.

Stakeholder engagement

- Build deep, trusted executive-level partnerships to align strategy, resolve competing interests and enable collective ownership of reform and policy directions.
- Act as the conduit between the health services, DH and other LHSNs.
- Maintain close communication with the LHSN CEOs and leadership teams and other internal and external project stakeholders.

- Build and maintain strong relationships with other LHSNs and DH to facilitate consistent and efficient administration of the Network, share information and encourage learning and collaboration that benefits the West Metro LHSN.
- Facilitate engagement of other key stakeholder groups, including consumers and system partners, as relevant in the Network and/or specific initiatives.
- Liaise with support functions of both health services to enable effective management and positioning of the LHSN office. This may include and is not limited to communications or legal services.

Staff management

- Provide high-quality line management to all direct reports in line with the values and objectives of the West Metro LHSN and its members.
- Work with LHSN staff to develop and maintain a high-performing project and program team.
- Provide leadership, support and performance management to staff employed on behalf of West Metro LHSN for the designated LHSN responsibilities. This also includes ensuring appropriate working arrangements and logistics.
- Encourage a culture of continuous improvement and learning, transparency and collaboration for and with staff of both health services.

Governance & program management

- Establish fit-for-purpose governance that enables timely, evidence-based decision-making and clear accountability for Network-wide outcomes.
- Oversee a portfolio of complex, interdependent initiatives, actively managing risk, dependencies and trade-offs to maintain momentum and impact.
- Facilitate effective operations of the West Metro LHSN Steering Committee by supporting the Chair and the Members with agenda setting, reporting and administration of the Network, to enable effective decision making with health services and ensuring alignment with government policy.
- Lead the programs of work within workstreams whilst fostering pragmatic, transparent and good practice project management, risk management and governance.
- As needed, the LHSN office supports workstream committees and coordinates initiatives, including chairing of meetings and facilitation of workshops with LHSN stakeholders.

Financial management

- Provide strategic financial oversight to ensure investments are prioritised toward highest-value system outcomes and reform objectives.
- Manage the budget and resources of the Network Office and other funding streams that are linked to (the outcomes of) the LHSN.
- Determine the structure and level of staffing to support in line with funding guidelines set by DH.
- Ensure timely and effective reporting on the outcomes and KPIs that are associated with the provided funding with accountability to the Members, DH and other providers of funding, e.g. Safer Care Victoria.
- Liaise with the health services' finance departments and DH regarding LHSN financial matters and effective and transparent use and flow of funds.
- Provide end-to-end management of all procurement and contracts executed on behalf of the Network.

Key working relationships

Positions supporting this role:

- Project Support Officer (0.6-1 FTE) (direct reporting line)
- Access, Equity and Flow lead (TBC)
- Safety and Quality lead (0.3 FTE)

This position is integral to the West Metro LHSN and is required to maintain positive relationships with key stakeholders inside and outside the LHSN. The following list is indicative and not exhaustive:

Internal

- Executives and senior leaders across both health services
- LHSN Steering Committee consisting of CEOs and Board Chairs, and (members of) other governance bodies
- Operational and clinical stakeholders at each health service
- Support functions including finance, legal and communications at Western Health
- Consumers and consumer representatives

External

- Department of Health
- Safer Care Victoria
- Hospitals Victoria
- Other LHSNs
- Western Public Health Unit
- System partners, including NWM PHN, mental health services and community providers

Key outcomes

- The responsibilities and accountabilities of the LHSN Director role are described in the Memorandum of Understanding between Western Health and Mercy Health, for the West Metro Local Health Service Network.
- Key outcomes for the role will include the leadership of the LHSN and the LHSN Office to facilitate, drive and engage on behalf of the West Metro LHSN
- A key focus is the delivery of outcomes as identified in the annual Statement of Expectations as agreed between West Metro LHSN and the Department of Health.

Selection criteria

- Demonstrated ability to influence at executive and system levels, aligning diverse stakeholders to a shared strategic direction.
- Exceptional capability in diagnosing and solving complex, ambiguous system problems, translating policy into practical, high-impact solutions.
- Skilled in partnership working, ideally in the health care setting
- Advanced facilitation and negotiation skills to enable difficult conversations, resolve conflict as needed, and drive consensus across organisations and stakeholders.
- Comfortable with managing different groups of stakeholders, interests, timelines and interdependencies in a volatile environment
- Strategic leadership capability, including building high-performing, adaptive teams and fostering a culture of accountability, learning and continuous improvement.

- Experience as a (Project) Director, demonstrated through successful delivery of complex programs within constrained timelines and multiple senior stakeholders.
- Experience in working effectively with government agencies
- Experience in good practice governance, risk management and project management practices and tools
- Experience in budget management and financial reporting
- Knowledge of the Victorian healthcare system, and ideally, the health services in the West.

Organisational requirements

As per Western Health's organisational requirements, as the fund holder and employer of LHSN staff.

Occupational Health & Safety and other obligations:

Model proactive leadership, drive and commitment to ensure:

- Western Health's obligations for Occupational Health and Safety (OHS) and Work Cover rehabilitation are met
- Compliance with OHS and Work Cover legislation
- Compliance with OHS policies and procedures
- A safe and healthy environment for employees, contractors, patients and visitors
- The key performance targets and objectives, detailed in the Western Health strategic OHS plan, are supported, promoted and achieved
- Risks are identified, assessed and controlled as far as practicable with injury prevention being a high priority
- Safe work systems and controls are in place, which are regularly monitored for effectiveness
- The Western Health prescribed OHS training and education sessions are attended, including all personnel responsible for managing employees
- Health and Safety initiatives are developed and delivered to continually improve Western Health's safety maturity (culture)
- Organisation wide strategic responsibility for record keeping is maintained including compliance with record keeping operations and standards

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.

- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health ·
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health ·
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General information:

- Employment terms and conditions are provided according to relevant award/agreements
- Western Health is an equal opportunity employer and is committed to providing its employees a work environment which is free of harassment or discrimination.
- The organisation promotes diversity and awareness in the workplace. Western Health is committed to Gender Equity.
- Western Health provides support to all personnel experiencing family and domestic violence.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke-free environment.

Acceptance

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee name (please print): _____

Employee signature: _____

Date (DD/MM/YYYY): _____