**Gippsland Health Network Limited, trading as Gippsland PHN – Board Skills Matrix**

## **Purpose**

The Gippsland PHN Skills Matrix outlines the range of skills which are desirable in the position of Board Directors with Gippsland PHN.

In particular, the matrix is developed to inform the nomination process for the election of Directors, and as a guide, for the purpose of appointment or election of Directors to the Board.

## **Gippsland PHN Governance**

The Gippsland PHN Board will comprise of Directors who collectively have the skills, knowledge and experience to effectively govern and direct the organisation, reflecting the principles of diversity and contemporary practice for not-for-profit governance.

The collective skills required of Directors can be broadly categorised as:

* Professional skills (skills directly relevant to performing the Boards key functions) and,
* Sector skills (skills relevant to the sector or sector in which the organisation predominantly operates)

These skills are categorised as either ‘Highly Desirable’ or ‘Desirable’ to have on the Board.

It is important to note that each individual Director is not expected to have all professional and industry skills. These skills should be held collectively by the Board.

Below is a skills matrix including a skills rating definition. Please complete the last column of the matrix (Rating), and in the second last column provide 3-4 dot points of evidence of your skills **for only those areas you have rated as ‘Commendable’ or ‘Established’.**

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| |  | | --- | | **Name of Candidate:**  **Professional & Director Skills Rating Definitions** |  |  |  |  | | --- | --- | --- | | Code | Level | Description | | C | Commendable | Skill is specialized and/or with commendable experience (5+ years’ experience) | | E | Established | Skill is established and consistently applied (3-4 years’ experience) | | D | Developing | Skill demonstrates effective development of experience / training (1-2 years’ experience) | | P | Preliminary | Skill is at a preliminary or basic level of experience / training (< 1 year experience) | | | | | | | |
| **Skill Area** | **Description** | **No. of Directors on Board requiring this Skill** | **H (Highly Desirable)**  **D (Desirable)**  **P (Purchasable)** | **Key Strengths**  Please provide 3-4 dot points of evidence of your skills for those areas you have rated as ‘Commendable’ or ‘Established’, with reference to the following questions.   * What is the most complex source of experience? * What is the highest level you have operated at with that skill? * Examples of experience / what have you done. | **Rating**  (Insert relevant code) |
| **Strategy** | Ability to think strategically, identify and critically assess strategic directions, opportunities and threats, and develop effective strategies in the context of the strategic objectives of Gippsland PHN and relevant national policies and priorities. | All | Highly Desirable |  |  |
| **Policy development** | Ability to identify key issues for Gippsland PHN and have an understanding of the role of appropriate policies to define the parameters within which the organisation should operate. | All | Desirable |  |  |
| **Primary health care & population health planning** | Experience in primary health care innovation and delivery, particularly in the areas of health inequity or disadvantage, and additionally, in general practice, allied health, interface with acute care sector. | Minimum 1 - 2 | Desirable |  |  |
| **Financial Performance** | Experience in accounting and/or finance and the ability to:   * Analyse key financial statements * Critically assess financial viability and performance * Contribute to strategic financial planning * Oversee budgets and the efficient use of resources * Oversee funding arrangements and accountability. | Minimum 1 - 2 | Desirable |  |  |
| **Risk and compliance oversight** | Ability to identify key risks to the organisation in a wide range of areas including legal and regulatory compliance; and monitor risk and compliance management framework and systems. | All | Highly Desirable |  |  |
| **Corporate governance** | Knowledge and experience in best practice corporate governance structures, policies and processes (particularly in the not-for-profit context). | All | Desirable |  |  |
| **Clinical quality and safety** | Experience in clinical governance, safety and quality with an understanding of systems and safeguards that govern clinical practice in commissioned services including:   * Consumer Directed Care; * Clinical Risk Management; * Clinical Effectiveness and Appropriateness; * Effective Workforce and Staff Education. | Minimum 1 - 2 | Highly Desirable |  |  |
| **Information technology strategy and governance** | Knowledge and experience in the strategic use and governance of:   * Information management and information technology * Data curation and custodianship * Data analytics and performance measurement. | Minimum 1 – 2 | Desirable/  Purchasable |  |  |
| **Executive management** | Experience at an executive level with the ability to:   * Appoint and evaluate the performance of the CEO. * Oversee strategic human resource management including workforce planning, and employee and industrial relations * Oversee large scale organisational change. | Minimum 1 - 2 | Highly Desirable |  |  |
| **Commercial experience** | A broad range of commercial/business experience, preferably in the small to medium enterprise context, in areas including communications, marketing, branding and business systems, practices and improvement and commissioning. | 1 - 2 | Desirable |  |  |
| **Community Participation** | A high standard of community participation and an ability to respect the confidentiality of the organisation’s deliberations. This will include:   * Ability to work positively, cooperatively and respectfully with others * Demonstrated commitment to ethical standards and behaviours * Demonstrated commitment to working as part of a team * Demonstrated understanding and commitment to Gippsland. * Demonstrated innovative approach | All | Highly Desirable |  | N/A |