

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Deputy Secretary Hospitals and Primary Care
Position Number:	527638
Classification:	Senior Executive Level 4
Award/Agreement:	Senior Executive Service
Group/Section:	Hospitals and Primary Care
Position Type:	Permanent, Full Time
Location:	South
Reports To:	Secretary
Effective Date:	October 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current Registration to Work with Vulnerable People</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Postgraduate qualifications</p> <p>Tertiary qualification or degree in a relevant discipline which may include a clinical, public health or business administration field</p>
Position Features:	Appointment to this role is fixed-term

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Deputy Secretary Hospitals and Primary Care (Deputy Secretary) will be responsible and accountable for the cohesive and coordinated delivery of hospitals and primary care within the health system, as directed by the Secretary, including:

- Under the direction of the Secretary, work closely with the Chief Executives (Hospitals South, North and North West) to ensure strategic reforms and business improvements are delivered and key health outcomes for the community are achieved within approved budget, and resourcing parameters.
- A key priority will be to focus on the seamless integration and accessibility of healthcare delivered in the hospitals, including across, subacute, community, residential and home-based services. Experience in the development and implementation of digital transformation measures to optimise service delivery and performance will be valued.
- Required to lead key strategic priorities including Outpatient Transformation, Statewide Access and Flow, Primary Care, Aged Care and NDIS sub-acute interface.
- Collaborating with key stakeholders in the Tasmanian health system (Public, Private, and Not-for-Profit, State and Commonwealth) to deliver coordinated services and improvements to health care delivery in accordance with government policy and agreed strategy. The Deputy Secretary will be expected to work closely with the Deputy Secretary Community, Mental Health and Wellbeing to ensure the successful delivery of hospital avoidance strategies.
- An important element of this role will be to manage significant and often conflicting pressures, respond in a highly sensitive environment operating within very tight timeframes.
- Providing high-level advice to Government, the Secretary, the Ministers and Departmental Executive.
- Commitment to improving the way we work with vulnerable people, in particular, implementing strategies and actions to promote child safety and wellbeing, and prevent harm to children and young people.

Duties:

1. Child Safety:

- As part of the Child Safety and Wellbeing Framework of the Department, the Deputy Secretary Hospitals and Primary Care will oversee and lead the implementation of strategies to promote children's rights and safety, which align with the National Principles for Child Safe Organisations endorsed by the Council of Australian Governments in February 2019.

2. Service Delivery:

The Deputy Secretary will oversee the delivery of high-quality patient-centred health services. This includes:

- Working in collaboration with Senior Executives across the health system to ensure services are coordinated to support an integrated, cohesive, efficient and effective statewide health services.
- Ensuring that services are delivered that meet specified safety, quality and other State or National performance standards.
- Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.
- As a member of the Health Executive, working collaboratively to fulfil the statutory purpose, exercise its statutory functions, and comply with legal and Government financial and policy obligations.

3. Clinical Governance:

The Deputy Secretary will:

- Support the development implementation and maintenance of effective clinical governance systems across the hospitals and primary care, including:
 - Advocating positive attitudes and values about the safety and quality of services.
 - Embedding proper governance structures for safety and quality.
 - Minimising clinical risk.
 - Organising and using data to underpin evidence-based best practice.
 - Promoting innovative models of care to meet the needs of the community.
 - Ensure compliance with professional standards and practices.
- Implement and maintain an effective patient/client engagement system to facilitate consultation with the local community with the aim of improving service delivery.

4. Leadership and Management:

The Deputy Secretary will:

- In collaboration with other members of the Health Executive, support the implementation of an effective management and governance structure that underpins effective decision-making.
- Provide effective leadership, fostering a culture that embraces continuous review and improvement and builds community confidence in the health services provided by the Department to better serve the local community.
- Provide leadership for the development and implementation of an effective health orientated organisational development strategy to support a workforce of staff deliver quality patient-centred health care.

5. Operational Performance:

In collaboration with Health Executive members the Deputy Secretary will:

- Support the operationalisation of the performance management system, ensuring that staff are aware of their responsibilities and accountabilities within the service and that they perform in accordance with those responsibilities and accountabilities.
- Establish and monitor performance agreements with direct reports.
- Continually seek to improve the operational effectiveness of health services so that resources are optimised.
- Implement the organisations financial management strategy as relevant, including implementing effective budget control measures.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

The above is not intended to be an exhaustive list. It is however an indication of the key high-level responsibilities and accountabilities. It is expected that the occupant of this position works collaboratively across the broader health system with a focus on improving the health outcomes of the Tasmanian population and meet national standards.

Key Accountabilities and Responsibilities:

- Accountable to the Secretary and responsible for maintaining effective working relationships with other Executives across the state in the interests of efficient and safe system management.
- Member of the Health Executive.
- Engage with other staff to collaborate on matters of mutual interest, build effective networks with both internal and external stakeholders to facilitate a sharing of views for consideration in decision making regarding all aspects of service delivery.
- Accountable to the Secretary, and working collaboratively with other Health Executives, to maintain effective clinical governance processes and systems within the region, including:
 - Meeting the public reporting requirements.
 - Providing effective consultative mechanisms in relation to regional activities and decisions.
 - Disseminating information and responding to inquiries about health service activities and issues of public interest or importance.
- Represent the Department on significant initiatives and in highly sensitive forums.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

Selection Criteria:

1. Shapes Strategic Thinking

In the context of human resource management, demonstrated capability to inspire a sense of purpose and direction; show judgement, intelligence, and common sense, identify emerging issues, and provide high-level analysis and development of strategic policy advice.

2. Achieves Results

Demonstrated capability to build organisational capability and harness professional expertise in response to a range of human resource matters in a complex operating and industrial environment with a focus on timely, solutions-centric outcomes.

3. Cultivates Productive Working Relationships

Demonstrated capability to nurture internal and external relationships, facilitate cooperation and partnership, value differences and diversity in a high-pressure environment.

4. Exemplifies Personal Drive and Integrity

Demonstrated professionalism and probity with the ability to engage with risk and show personal courage, commit to action, display resilience, and demonstrate self-awareness.

5. Communicates with Influence

Demonstrated capability to communicate clearly, to listen, understand and adapt to audience and to negotiate persuasively.

6. Professional Expertise

Demonstrated senior executive experience at a strategic and operational level in a geographically dispersed organisation delivering complex health services and high level change management skills, with the capacity to impact vision and deal with pressure, ambiguity and to respond innovatively to situations.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).