

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Project/Research Midwife
Position Number:	524618, 525673
Classification:	Registered Midwife Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Clinical Quality, Regulation and Accreditation – Nursing and Midwifery
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	South
Reports to:	Deputy Chief Nurse and Midwifery Officer
Effective Date:	March 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Midwife</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>Relevant tertiary qualifications</p> <p>Current Driver's Licence</p>

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:

Manages and coordinates activities that support strategic midwifery initiatives, including the progression of midwifery education, training, research and practice across Tasmania.

Utilises highly developed understanding of professional midwifery practice to manage projects that contribute to the strategic objectives of the Department of Health (DoH).

Establishes and maintains consultative and collaborative links within the DoH, with community and industry representatives, and with other external stakeholders to achieve strategic objectives.

Engages with and represents the interests of Tasmania in professional networks locally, nationally and internationally.

Provides support for committees (or other groups) associated with the functions of the Office of the Chief Nurse and Midwifery Officer.

Duties:

1. Provide professional midwifery advice on workforce strategy, education, training and professional practice.
2. Responsible for robust, high level research with a local, national and international focus to inform the requirements of policy and projects relevant to the midwifery profession. Research includes critical analysis, connection to strategic direction for the profession, and development of recommendations.
3. Utilises creativity and innovation to develop and evaluate policies and projects.
4. Utilise a contemporary project management methodology to develop project plans that consider and incorporate the current political, social and professional environment locally, nationally and internationally. Project planning includes:
 - Research and critical analysis
 - Governance arrangements
 - Development of project milestones
 - Risk identification and mitigation strategies
 - Effective consultation and communication strategies.
5. Liaise, consult and collaborate with internal and external stakeholders to inform policy development and project management including project evaluation.
6. Prepare high level documentation for the Minister and the Secretary of the DoH on behalf of the Chief Nurse and Midwifery Officer.
7. Undertake the secretariat function for committees chaired by the Chief Nurse and Midwifery Officer or delegate.
8. Develop education resources and provide education as required to support the implementation of midwifery policy and/or projects.
9. 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.
10. 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.

Key Accountabilities and Responsibilities:

- Contribute to the management, leadership and overall direction of statewide policy relating to the midwifery profession.
- Support the development of statewide workforce strategies for midwifery services, including professional education and training strategies.
- Manage a broad range of statewide midwifery policy and projects, including utilising leadership qualities and initiative to manage midwifery projects, under the direction of the Chief Nurse and Midwifery Officer or their delegate.
- Accountable for a high standard of evidence based project outputs.
- Responsible for:
 - A robust project plan
 - Evidence-based information from reliable sources
 - Timely delivery of project outputs
 - Risk analysis and mitigating options over the life of the project.
- Establishes and maintains professional consultative links with key stakeholders, internally and externally.
- Demonstrates a high level of personal autonomy in day-to-day priority setting and the development of work plans.
- 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.
- 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.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

- I. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty

2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Proven ability to apply rigorous project management methodology in managing a broad range of projects to meet agreed time, cost and quality outcomes.
2. A broad and demonstrated understanding of the current healthcare system and knowledge of national and international trends relating to the midwifery profession, workforce and service delivery.
3. High level analytical, conceptual, strategic, research and creative skills and the ability to apply these within political, industrial and organisational environments.
4. High level interpersonal skills that include written and verbal communication and demonstrated capability to problem solve within a risk management framework.
5. Proven ability to work constructively as a member of a high performing team, including an ability to be adaptable, flexible and resilient to achieve results in a dynamic and changing environment.

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](#).