

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Project/Research Nurse - Nursing and Midwifery
<b>Position Number:</b>	512729, 517871, 525673
<b>Classification:</b>	Registered Nurse Grade 6
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Clinical Quality, Regulation and Accreditation – Nursing and Midwifery
<b>Position Type:</b>	Permanent/Fixed-Term, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Chief Nurse and Midwifery Officer
<b>Effective Date:</b>	April 2016
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</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>
<b>Desirable Requirements:</b>	<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 nursing and midwifery projects that contribute to the strategic objectives of the Department of Health (DoH).

Responsible for undertaking robust research activities that contribute to nursing and midwifery policy or projects.

Utilises a highly developed understanding of the nursing and midwifery professions and the healthcare sector to manage projects.

Establishes and maintains consultative links internally within the Departments; with community and industry representatives; and other external stakeholders for the achievement of strategic objectives.

Undertakes the management support of committees (or other groups) associated with the functions of the Office of the Chief Nurse and Midwife.

Engages with professional networks locally, nationally and internationally.

## Duties:

1. Responsible for robust, high level research with a local, national and international focus to inform the requirements of policy and projects relevant to nursing and midwifery. Research includes critical analysis; networking; development of recommendations; and reporting.
2. Utilises creativity and innovation to develop and evaluate policies and projects that may influence practice.
3. 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
  - sound governance arrangements
  - development of project milestones
  - risk identification and mitigation strategies
  - effective consultation and communication strategies.
4. Liaise, consult and collaborate with internal and external stakeholders to inform policy development and project management including project evaluation.
5. Prepare high level documentation for the Minister and the Secretary of the DoH on behalf of the Chief Nurse and Midwife.
6. Undertake the secretariat function for committees chaired by the Chief Nurse and Midwife or delegate.
7. Develop education resources and provide education as required to support the implementation of Departmental nursing and midwifery policy and/or projects.
8. 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 and related training.
9. 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 nursing and midwifery professions.
- Manage a broad range of statewide nursing and midwifery policy and projects under the direction of the Director of Nursing and Midwifery and/or the Chief Nurse and Midwife.
- 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.
- Utilises leadership qualities, initiative and originality to manage nursing and midwifery projects under the direction of the Director of Nursing and Midwifery and/or the Chief Nurse and Midwifery Officer.
- The incumbent is required to demonstrate a high level of personal autonomy in day-to-day priority setting and the development of work plans.
- 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:

1. 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. A broad and demonstrated understanding of the current healthcare system and knowledge of national and international trends relating to the nursing and midwifery professions, workforce and service delivery.
2. High level analytical, conceptual, strategic, research and creative skills and the ability to apply these within political, industrial and organisational environments.
3. Proven ability to apply rigorous project management methodology in managing a broad range of projects to meet agreed time, cost and quality outcomes.
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 in order 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 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](#).