

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Project Nurse - Capital Works
Position Number:	522880
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Mersey Community Hospital
Position Type:	Fixed-Term, Full Time
Location:	North West
Reports to:	Nursing Director - Operations MCH
Effective Date:	October 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<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>
Desirable Requirements:	<p>Knowledge of and experience in;</p> <ul style="list-style-type: none">• Complex hospital/clinical environments• Clinical service re-design• Project management• Change management• Microsoft Office applications or similar software

Position Features: This position may require intra and interstate travel

Note: 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:

Work consultatively and collaboratively with key stakeholders including Hospitals North/North West Executive, Hospital Management and Staff, Facilities Engineering and Infrastructure Services to plan, co-coordinate and deliver clinical service re-design and capital works projects that contribute to the strategic direction of the Department of Health. This will be achieved by;

- Functioning as a key operational liaison between the Hospitals North/North West / Mersey Community Hospital, the Project Manager and Facilities Engineering, Infrastructure Services.
- Utilising a strong background in clinical nursing practice and clinical service delivery expertise to consult, coordinate and implement sub projects (e.g. minor works, service/area decantment, furniture fittings and equipment requests etc) consistent with project objectives, timeframes and service delivery requirements.
- Utilising a highly developed understanding of the Clinical Redesign and change management process within the healthcare sector to contribute to the success of the project.
- Leading and contributing to committees, working groups and discussions as appropriate, to contribute to the success of the project.
- Contribute to the project using the RASCI framework (Responsibility, Accountability, Support, Consultation, and Information).
- Leading the delivery of service planning, risk mitigation and solutions into the live environment in consultation with the Project Manager and DoH project stakeholders.
- Actively promoting a change culture and engage in change planning, communication planning and risk management.

Duties:

1. Utilise a strong background in clinical nursing practice to initiate, coordinate and conduct research to inform clinical and service planning and support the successful delivery of the project.
2. Collaborate and negotiate with local and statewide stakeholders as required to undertake further systems development and evaluation of change management processes that may influence practice in relation to projects.
3. Identify potential direct and indirect clinical and operational issues that result from the construction, completion and commissioning of various capital works and maintain effective communication with Hospitals North/North West Management and the Project Manager to implement and facilitate effective risk mitigation and resolution strategies.
4. Assist in the development and maintenance of the risk register associated with the projects.
5. Develop and maintain action plans, registers, project plans, submissions and relevant documentation relevant to the role.
6. Provide supporting documentation to the Project Manager to inform the development of project and planning documentation, including clinical and organisational requirements, furniture, fitting and equipment, including specifications, quantity and preferred/non-negotiable options.

7. Work collaboratively with the stakeholder groups and staff in managing activities and communications associated with the commissioning and occupancy of the new facility.
8. Actively engage, inform and advise the Department of Health, Project Sponsor and Project Team, and action outcomes within scope of the position.
9. Contribute to the preparation and/or inform development of high-level correspondence and briefing notes.
10. Undertake evaluation of completed projects in collaboration with stakeholders including monitoring and reporting of defects and post occupancy evaluations.
11. Provide advice to Hospitals North/North West Management on education, professional development and support requirements to ensure resources are planned and allocated to transition staff, patients and services safely into new work areas, using new processes and new/different equipment.
12. 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:

- The Project Nurse reports to and works under the direction of the Nursing Director Operations – Mersey Community Hospital.
- Key actions and responsibilities may be allocated to the Project Nurse by the Project Sponsor, usually the Chief Executive Hospitals.
- The Project Nurse may act under the direction and delegation of the Nursing Director Operations – Mersey Community Hospital to delegate, request and action tasks to Heads of Department and staff within the Mersey Community Hospital to ensure the success of the project.
- The Project Nurse's area of responsibility is reflected in the RASCI (Project Management Matrix) and Tasmanian Health Service delegation schedule.
- Variation requests are tabled by the Project Manager and are considered and approved by the Infrastructure Steering Committee.
- The Project Nurse's key points of contact include Nursing Director Operations Mersey Community Hospital, Hospitals North/North West stakeholders and Project Manager.
- At times, the Project Nurse may be responsible for Hospitals North/North West staff assisting with project tasks.
- 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.

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. Advanced clinical nursing knowledge, together with a broad background in clinical service delivery and project management.
2. High level analytical, conceptual, strategic, research and creative skills and the ability to understand the political, social and organisational environment.
3. Proven ability to apply sound project management methodology to meet agreed scope, time, cost and quality outcomes.
4. High level written and verbal communication skills, change management and problem-solving skills, including a capacity to consult and successfully negotiate with significant stakeholders and professional members in relation to the project.
5. Clear understanding of internal departmental policies, procedures and service delivery requirements.
6. Proven ability to work constructively as a member of a high performing team, including an ability to be adaptable and flexible to achieve results in an environment of change, ambiguity and pressure.

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](#).