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SA Health Job Pack

Job Title	Regional Manager
Job Number	645979
Applications Closing Date	25 May 2018
Region / Division	Country Health SA Local Health Network
Health Service	Mental Health Service
Location	Clare, Kadina or Pt Pirie
Classification	AHP4/ RN4
Job Status	Ongoing Full Time Appointment
Indicative Total Remuneration*	AHP4: \$112,937 - \$123,393 pa RN/RM4: \$125,892 - \$132,881 pa (nursing zone allowance may apply)

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☒ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Dan Donaghey
Phone number	0459 800 922
Email address	dan.donaghey@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

POSITION DESCRIPTION

Job Title	Regional Manager	Classification	AHP4	Position Number	Click here to enter text
Region	Country Health SA Local Health Network (CHSALHN)	Term	Select Term	Position Created	April 2015
Area	Select Rural Region	FTE	1.0	Last Updated	January 2018

Broad Purpose of the Position

The Regional Manager is strategically and operationally responsible for the delivery of mental health services within defined rural regional area across Country Health SA Local Health Network (CHSALHN). The position is responsible to the Director, Mental Health Strategic Operations. The role will involve the overall responsibility for the delivery of a number of complex mental health reform projects, within the rural region, in line with state-wide directions. The incumbent will provide expert advice to CHSALHN MHS and the local area Executive Groups. They will use their knowledge and experience to provide strategic and operational leadership, governance, and direction for mental health services in the region within CHSALHN.

Responsibilities include leading and managing complex projects and strategic reform in mental health across a designated geographical rural region, working collaboratively and in partnership across a broad range of government, non-government and private practitioners/service providers, consumers and carers, providing leadership and mental health expert advice for the operational group and across the sector, managing financial, administrative and human resources to ensure consistency of approach and continuity of services.

Qualifications

Must hold a recognised qualification within a recognised Allied Health profession of Social Work, Occupational Therapy or Psychology, and be eligible for full membership of the relevant Professional Association. For those professions requiring Registration all requirements to obtain and maintain current registration must be fulfilled.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential. SA Health employees will not access or attempt to access official information, including confidential consumer information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

POSITION DESCRIPTION

Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Frequent intra-regional and intra-state travel required.
- Flexibility and some out of hours work may be required.
- Participation on after-hours on-call roster may be required.
- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.
- Prescribed Positions will also require a NPC general probity clearance.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- May be required to work at other CHSALHN MHS sites.
- Position duties may change, as determined by Mental Health Executive and the Directorate

Key Relationships

- Accountable to the Director, Mental Health Strategic Operations but will liaise on a day to day basis with the relevant Senior Manager.
- Clinically / professionally accountable to the Clinical Director CHSALHN MHS.
- Responsible for line management of MH Team Leaders and Manager Integrated Team within their geographic service area.
- Works closely with other Regional Managers, Regional Directors, local Community Health Managers, and Directors of Nursing and Midwifery, Executives Officers, Consultant Psychiatrists, Allied Health Clinical Leads and Senior Clinicians.
- Works with other service providers, mental health workers and their associated professional networks across the organisational group in the development of services across the rural region.
- Provides leadership and management of all senior mental health staff and resources across the designated rural region.

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<p>planning processes.</p> <ul style="list-style-type: none">Manage designated portfolio(s) associated with CHSALHN MHS as required.CHSALHN MHS embraces strength based approaches and the principles of positive psychology and aims to be a flourishing mental health service that impacts meaningfully and positively on the communities it serves. To this end, CHSALHN MHS promotes the principles of PERMA+, as promoted by South Australian Health and Medical Research Institute (SAHMRI) Wellbeing and Resilience Centre based on Dr Martin Seligman - Adelaide Thinker in Residence Program, for our staff, consumers and partners.		
Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>1.1 Make significant contribution to the development and achievement of the strategic directions and corporate goals of CHSALHN, specifically in relation to mental health for the designated rural region.</p> <p>1.2 Plan, lead, and manage high quality mental health care services within a designated geographical region to deliver on Government mental health policy agendas.</p> <p>1.3 Provide leadership, operational advice and specialist professional expertise to multi-disciplined team/s within the rural region.</p> <p>1.4 Manage with professional independence, clinical competence and highly developed leadership skills to ensure the Region's mental health services are aligned to the Model of Care (strategic direction) and deliver high quality care to consumer.</p> <p>1.5 Apply detailed knowledge of CHSALHN strategic directions to the regions operations, service delivery and workforce issues, and utilise high level professional skills to achieve responsibilities of a complex and varied nature.</p> <p>1.6 Provide advice to management, across the region, on professional service development, practice and redesign, in response to demand and consumer need.</p>	<p>Provide Operational Leadership, within the rural region by:</p> <ul style="list-style-type: none">Establishing clinical protocols, standards and procedures for mental health service provision in accordance with the appropriate State and Federal Legislation, clinical best practice and SA Health policies and standards;Ensuring sound management and professional practices to satisfy legal requirements, policies and procedures, and to report on Key Performance Indicators (KPIs) for the service;Leading the development of appropriate clinical and administrative resources to inform practice and services, and facilitate sharing of resources across CHSALHN;Leading, across the region, the development of workforce and service reports, against KPIs;Monitoring service and workforce issues, and the quality of clinical services to identify clinical risks, emerging trends and opportunities for improvement, and ensure the high quality services are achieved for consumers;Ensuring collaboration and sharing of information within the region to ensure Quality Service delivery; andCreates and maintains partnerships, within the region, with local services (government and non-government organisations (NGOs)) leading to an integrated, high quality approach to the provision of mental health care. <p>Strategic Leadership and Development:</p> <ul style="list-style-type: none">Drive and contribute, together with the Senior Manager, Acute Services / DON, Senior Manager, Community Services and other MH Regional Managers, the facilitation of communication, decision making and implementation in

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		<p>relation to CHSALHN mental health policy agendas;</p> <ul style="list-style-type: none"> ▪ Develop and maintain strong partnerships with key stakeholders, within the region, to ensure the sharing of information, usage of resources, integration of services and joint problem-solving decision-making; ▪ Develop and maintain strategic consultation and liaison within rural region, including GP networks, NGOs and other relevant stakeholders; ▪ Provide mental health representation on CHSALHN and SA Health committees and working groups, particularly focussing on rural regional perspective; and ▪ Providing a mental health consultancy role and strategic advice across the rural region.
2. Personal and Professional Development	<p>2.1 Exercise significant professional judgment, within the region, when drawing on detailed knowledge of CHSALHN and State-wide initiatives, and expert specialist knowledge of contemporary methods, principles and practice.</p> <p>2.2 Achieve and maintain the region's operational goals and objectives; and the management of human resource principles including performance management and development.</p> <p>2.3 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> Attending all mandatory training, and actively pursuing professional development to maintain currency of clinical knowledge. Actively developing the professional skills and competencies in other managers and staff, including as an Advanced Clinical Educator / Researcher and Mentor to less experienced peers, and through academic publication. Seeking mentorship and support from diverse peers, utilising extensive professional networks and strong relationships with Universities, Professional Associations and other key stakeholders. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating this process for staff under your supervision. <p>2.4 Providing peer support to relevant colleagues, including other Regional Managers.</p>	<p>Provide leadership, management and support to all staff within the rural region, including thorough effective human resource management by:</p> <ul style="list-style-type: none"> ▪ Ensuing appropriate staffing levels are maintained through effective strategic planning; ▪ Overseeing the recruiting and selecting of regional staff; ▪ Conducting annual Performance Development and Review sessions with senior staff; ▪ Ensuring all clinicians have a formal supervision arrangement in place in line with CHSALHN policy for each discipline; and ▪ Utilising a range of strategies to maintain a contemporary knowledge and understanding of emerging practice, policy and legislation of relevance to mental health services, including through involvement in research. <p>Ensure an effective and comprehensive training program is implemented for use by clinical and support staff within the region:</p> <ul style="list-style-type: none"> ▪ Facilitating undergraduate and Graduate Diploma placements in association with the appropriate educational institutions and senior practitioners; ▪ Identifying the MH service requirements for continued education of staff including Medical, Nursing and Allied Health and coordinating the delivery of training programs to meet identified needs where required; ▪ Facilitating Continuing Professional Development (CPD);

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	<p>2.5 Facilitate the development of knowledge of effective practice by encouraging and contributing to research, evaluation of services, and information sharing between health professionals across the region, CHSALHN and SA.</p> <p>2.6 Will have managerial responsibilities including:</p> <ol style="list-style-type: none"> Managing overall workforce and professional service strategies, priorities, work standards and the allocation of resources within the rural region, professional network or across CHSALHN. Initiating and manage complex projects, significant programs and major investigations, within the region, to achieve the CHSALHN's corporate goals. <p>2.7 The role may incorporate the provision of advanced clinical educator support and where appropriate provide research support which would include:</p> <ol style="list-style-type: none"> Initiating, coordinate, promote and participate in research projects relevant the profession / AHP evidence based practice and / or service improvement involving a number of professional disciplines. Coordinating discipline specific and / or Inter-professional Learning (IPL) Clinical Placements and/or continuing professional development of AHPs. 	<ul style="list-style-type: none"> Complying with all Occupational Health Safety and Welfare (OHS&W) policies and work with staff to ensure a safe working environment; and Providing, where required, a professional / educative resource to all staff within the rural region. <p>Utilise clinical expertise to contribute to the complex case reviews and to initiate and lead case conferences and inter agency consultation and advocacy at the Manager level.</p> <p>Develop and pursue own formal Clinical Supervision / Mentorship arrangement(s) in accordance with the <i>CHSALHN Allied Health Clinical Support Framework</i>.</p>
3 Consumer / Customer Service	<p>3.1 Treat all consumers with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of CHSALHN services, particularly in the rural region.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the CHSALHN level to meet these needs.</p> <p>3.3 Advocate for and contribute to improvements in the consumer-journey driven distribution of services within the region and across CHSALHN.</p>	<ul style="list-style-type: none"> Ensure communications and networking within the rural regional's health and mental health professionals / stakeholders (including Metropolitan Mental Health Units) facilitate integrated care through consumer journey across all service settings. Ensure regional service provision is consumer and carer centered and provided within a recovery framework. Consult and engage with consumers, carers and service providers to identify needs, and ensure needs of high risk or minority groups are considered in the development of MH services. Maintain linkages across CHSALHN MHS and regular collegial communication for consistency of practice and access across community based services and other rural regions. Ensure service provision takes into account cultural needs, gender and provides appropriate cultural support and liaison.

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<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Proactively question existing practices and use of CHSALHN resources, and support clinicians to pursue appropriate alternatives where necessary.</p> <p>4.3 Prepare comprehensive, high-level reports and / or presentations to assist management and executive decision making.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk & Safety [QRS], Adequate Records Management [ARM] and Consumer Management Engine [CME]).</p>	<ul style="list-style-type: none"> Responsible for the effective management of the rural region's budget, human resources, and ensuring all evaluation and reporting requirements are met. Develop, implement and monitor the use of standard, CHSALHN wide tools to support the region's MH workforce. Provide professional and operational advice to other Regional Managers and MH staff in the development and review of job descriptions consistent with the award, SA Health, CHSALHN and professional / registration standards. Develop high level reports, submissions and briefing papers for Country Health Executive (CHE) and other Executive groups as required, in collaboration with MH Executive. Monitor, interpreting and where required, prepare CHSALHN MHS responses to relevant regional, state and national plans, policies, reviews and initiatives. Contribute to the development of CHSALHN and SA Health plans, policies, frameworks and projects of relevance to MH workforce and services.
<p>5 Teamwork and Communication</p>	<p>5.1 Participate and contribute to strategic management and service planning and development, involving committee and working parties, to influence and ensure services met the strategic directions of CHSALHN and SA Health.</p> <p>5.2 Foster strong clinical networks within the rural region and across CHSALHN.</p> <p>5.3 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.</p> <p>5.4 Communicate and negotiate effectively, both verbally and in writing, at all levels within the region, CHSALHN and with external agencies.</p> <p>5.5 Provide clinical leadership in the application of CHSALHN strategic directions, values and priorities within the relevant discipline and / or specialty area(s).</p>	<ul style="list-style-type: none"> Lead, active participation and involvement in various committees. Contribute to the facilitation of communication and decision making for CHSALHN policy relating to MH services. Develop and maintaining strong links with CHSALHN MHS stakeholders to ensure sharing of information, effective use of resources, integration of services and collaboration on joint-solutions where practical. Develop and maintaining strategic consultation and liaison within rural regional Hospitals, GP networks, NGOs and other stakeholders.
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to the ongoing evaluation and continuous improvement of CHSALHN services within the rural region.</p> <p>6.2 Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions.</p>	<ul style="list-style-type: none"> Monitor service and workforce issues, and the quality of clinical services to identify clinical risks, emerging trends and opportunities for improvement, and ensure the best outcomes are achieved for consumers. Initiate, lead and manage regular reviews of service areas

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	<p>6.3 Contribute to the investigation of consumer complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to CHSALHN services.</p> <p>6.4 Adherence to the SA Public Sector Code of Ethics.</p>	<p>within the region.</p> <ul style="list-style-type: none"> Initiate development of research projects and support Clinical Practice Improvement (CPI) initiatives. Lead and manage the investigation of incidents reported under Safety Learning System (SLS) for the service areas under leadership.
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p> <p>..... / /</p>

APPLICANT GUIDELINES

Job Title	Regional Manager	Classification	AHP4
Region	Country Health SA Local Health Network	Term	Select Term
Area	Select Rural Region	FTE	1.0

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees.
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement);
 - Outline of your reasons for applying for the position;
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may choose to include;
 - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process; and
 - Keep it brief – no more than 2 pages.

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements.</i> b) Extensive professional experience, across a broad range of clinical practice areas: <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional practice experiences, including rural / remote experience and any specialty areas; ▪ Experience in providing advice, clinical supervision and clinical education to less experienced professional staff and students; ▪ Previous leadership experience in service development, research and evaluation; ▪ Project management skills and experience; and ▪ Examples of how you have applied primary health care principles to the development and reorientation of services. c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role, such as: <ul style="list-style-type: none"> ▪ Creativity, resourcefulness, flexibility, adaptability, problem solving skills.
2. Personal and professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (e.g.: additional post-graduate qualifications). b) Detail your leadership and management style and experience, including examples of problem solving through difficult situations.
3. Consumer / Customer Service	a) Detailed knowledge of and commitment to CHSALHN values, strategic directions and priorities. b) Extensive experience and skills in community engagement, consumer/family-centred practice and cultural competency – and examples of how you have supported others to develop and apply these skills. c) Knowledge of Aboriginal Culture and how this impacts on service delivery.
4. Administration and Documentation	a) Highlight relevant skills, experience and training – including those related to data management, budget management, competent use of technology, post-graduate/professional development qualifications.
5. Teamwork and Communication	a) Outline your communication and team work skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, cluster, regional or state level.
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation and/or research of relevance to your profession and professional leadership.



ROLE DESCRIPTION

Role Title:	Regional Manager
Classification Code:	Registered Nurse/Midwife Level 4
LHN/ HN/ SAAS/ DHA:	Country Health SA Local Health Network (CHSALHN)
Hospital/ Service/ Cluster	Mental Health Service
Division:	Select Rural Region
Department/Section / Unit/ Ward:	Select Rural Region
Role reports to:	Responsible to the Director, Mental Health Strategic Operations CHSALHN. Professionally accountable to the Senior Manager, Acute Services / Director of Nursing.
Role Created/ Reviewed Date:	April 2015 / January 2018
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Regional Manager is strategically and operationally responsible for the delivery of mental health services within defined geographical areas across Country Health SA Local Health Network Inc. (CHSALHN). The Position provides support services to both Nurse/Midwife Unit Managers and Nursing Directors in nursing/midwifery practice and services in areas including but not limited to staffing methodologies, recruitment and selection, human resource management, financial administration, bed and resource management, accreditation and risk management processes and information systems management.

Employees in this role accept accountability for the outcomes of nursing/midwifery management practices, for addressing inconsistencies between practice and policy, for contributing to a safe and positive work culture in the interest of consumer outcomes and for developing corporate team performance. Individual employees accept accountability for their specific span of control or allocated portfolio.

Employees in this role provide, oversee and advise on corporate management and systems services that are by complexity or breadth, demonstrably beyond the usual range and/or initiate and lead projects of significant scope and complexity such as capital works developments or major systems changes.

Various practice models may be used to enact this role, including but not limited to:

- Providing management support to a specific span of wards/units/programs/services;
- Providing management support in a specific work portfolio/s;
- Coordination, leading and/or management of complex projects, programs and/or clinical research of significant scope that contribute to the development, implementation and evaluation of strategic directions, policies, goals and objectives that support professional practice demonstratively beyond the usual range;
- Provides after hours oversight and management of the health service including staff allocation, operational management of patient/client flow and access, professional responsibility for nursing and midwifery staff, staffing skills mix, work health and safety responsibilities and significant events in consultation with the executive on call.

Direct Reports:

- > Accountable to the Director, Mental Health Strategic Operations but will liaise on a day to day basis with the relevant Senior Manager.
- > Responsible for line management for Mental Health Team Leaders and Manager Integrated Team within their geographic area.
- > Provides leadership and management of all senior mental health staff and resources across the designated rural region.

Key Relationships/ Interactions:Internal

- > Works closely with other Regional Managers, Rural Regional Directors, local Community Health Managers, Directors of Nursing and Midwifery, Executive Officers, Consultant Psychiatrists, Allied Health Clinical Leads and Senior Clinicians.

External

- > Maintains relationships with non-government organisations or other government organisations.
- > Works with other service providers and mental health workers and their associated professional networks across the organisational group in the development of services.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Accountable for the delivery of mental health services through the Mental Health Regions within their area of management;
- > The position is responsible for the leadership and management of senior mental health staff and resources for their geographic service area;
- > Addressing inconsistencies in between practice and policies/procedures;
- > Monitor and manage unit/divisional resources within scope of role and promote a culture of due diligence; and
- > Keeping up-to-date with professional standards of practice, implementing and monitoring evidence based practices and technologies and quality and safety initiatives.

Delegations:

- > HR delegation – Level 5
- > Finance delegation – Group C, Level 4

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

*NB Reference to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements;
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness;
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect';
- > Disability Discrimination;
- > *Independent Commissioner Against Corruption Act 2012* (SA);
- > *SA Information Privacy Principle*;
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act 2008* (SA), and the SA Health (Health Care Act) Human Resources Manual;
- > Relevant Australian Standards;
- > Duty to maintain confidentiality;
- > Smoke Free Workplace;
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery;
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate;
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*;
- > *Mental Health Act 2009* (SA) and Regulations;
- > *Controlled Substances Act 1984* (SA) and Regulations;
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards);
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries);
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time; and
- > SA Health / CHSALHN policies, procedures and standards.

Handling of Official Information:

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SA Health employees will not access or attempt to access official information, including confidential consumer information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

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CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CHSALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions:

- > A current driver's licence is essential as is a willingness to drive on country roads, Government vehicles and travel in light aircraft as required. Frequent intra-regional and intra state travel required.
- > Flexibility and some out of hours work may be required.
- > Participation in the after-hours on-call roster may be required.
- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014 specific to the role.
- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI)
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > Position duties may change, as determined by Mental Health Executive and the Directorate planning processes.
- > Manage designated portfolio(s) associated with CHSALHN MHS as required.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, CHSALHN will provide support and assistance in accordance with provisions of the *SA Health (Health Care Act) Human Resources Manual*. Note, however, this Special Condition does *not* apply to existing CHSALHN employees with continuous employment with CHSALHN which commenced prior to 1 October 2016.
- > CHSALHN MHS embraces strength based approaches and the principles of positive psychology and aims to be a flourishing mental health service that impacts meaningfully and positively on the communities it serves. To this end, CHSALHN MHS promotes the principles of PERMA+, promoted by South Australian Health and Medical Research Institute (SAHMRI) Wellbeing and Resilience Centre based on Dr Martin Seligman - Adelaide Thinker in Residence, for our staff, consumers and partners.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect consumer care	<ul style="list-style-type: none"> > Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level e.g. expert clinical knowledge underpins and informs their ability to support, lead and/or provide expert clinical care, develop and guide appropriate clinical education, and/or provide management activities that contribute to improve and optimise nursing/midwifery care. > Integrate corporate and local service coordination to achieve continuity of consumer services to improve and optimise nursing/midwifery care, and outcomes within their specific setting.
Support of health service systems	<ul style="list-style-type: none"> > Initiate, implement and co-ordinate processes, for quality improvement and continuity within corporate risk management and nursing/midwifery professional practice frameworks e.g. investigating complaints, incidents and accidents, identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures. > Change local processes and practices in accordance with emerging service needs, care evaluation results, identified imminent systems problems, and coordination of local activities with corporate systems. > Lead and coordinate the development and evaluation of clinical protocols, standards, policies and procedures. > Develop customised Key Performance Indicators and/or outcomes measurement models that influence organisation wide reporting processes. > Identify the need for, lead implementation of, and evaluate changes in organisational processes and practices in response to emerging service and workforce needs. > Use available information systems to inform decision making, evaluate outcomes and convey information to staff. > Initiate, develop and implement educational and/or clinical protocols/standards. > Integrate corporate and local unit/ward/service/program human and material resource management in collaboration with Nurse/Midwife Unit Managers and/or other managers. > Undertake the work of a portfolio beyond the usual range for the setting, within the corporate administrative framework and delegations of responsibility. > Contribute to the development of, implementation of, and monitoring of corporate policies and processes. > Provide corporate support to nursing/midwifery practice and services within the professional practice framework established by the Director of Nursing/Midwifery. > Change processes and practices in accordance with emerging management needs, evaluation results and imminent systems problems. > Lead the development and analysis of staffing methodologies, recruitment and selection, human resource management, financial administration, bed information and resource management. > Maintain a safe work environment/staffing levels/skill mix/recruitment and retention. > Coordinate, lead and manage portfolios/projects/programs of significant

	<p>scope to contribute to the development, implementation and evaluation of relevant practices and policies.</p> <ul style="list-style-type: none"> > Use and develop or make significant adaptation to clinical and/or management information systems.
Education	<ul style="list-style-type: none"> > Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications and learning and practice experiences that underpin a demonstrable application of knowledge and skills commensurate with the level of autonomy, decision making authority and influence of recommendations expected of the role. > Present at conferences, undertake post graduate teaching and assessment and/or publish in refereed professional journals.
Research	<ul style="list-style-type: none"> > Integrate contemporary information and research evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level e.g. critically appraise and synthesise the outcomes of relevant research. > Initiate, conduct, implement and/or guide a major research or systems development portfolio relevant to improved service outcomes. > Contribute specific expertise to monitoring and evaluative research activities in order to improve nursing or midwifery practice and service delivery. > Coordinating and managing projects, programs and/or research to achieve improved consumer outcomes and/or service delivery. > Directly undertake and/or oversee a major research or evaluative project beyond the scope of the usual Nurse/Midwife Manager role. > Coordinate, lead and/or manage complex clinical research that contributes to the development, implementation and evaluation of strategic directions, policies, goals and objectives that support professional practice.
Professional leadership	<ul style="list-style-type: none"> > Act as a consultant to the state or national health system in area of expertise, providing authoritative advice and recommendations. > Act as a consultant providing high level advice to key stakeholders on national and state protocols, and issues relating to professional and clinical practice, workforce, legislation, education and/or research. > Provides leadership and direction, acts as a role model, mentor, consultant and resource person. > May lead and participate in state-wide services. > Provides advice to key stakeholders on issues relating to professional practice, and workforce legislation. > Lead a team and/or accept accountability for a major administrative portfolio demonstrably beyond the usual range. > Provide a support/advisor role to other Nurse/Midwife Managers.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.
- > Qualification in Mental Health Practice.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated leadership qualities including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- > Demonstrated ability to participate in and contribute to key decision making processes at a senior level.
- > Demonstrated skills in creative thinking, analysing and conceptualising problems, formulating and executing appropriate solutions and negotiating successful outcomes in an innovative and resourceful manner.
- > Demonstrated ability to work with a high degree of autonomy.
- > Demonstrated ability to communicate and work with others to influence and earn the trust and respect of relevant parties gaining co-operation and support.
- > Demonstrated highly developed report writing and oral presentation skills.

Experience

- > Registered Nurse/Midwife with at least 3 years post registration experience.
- > Experience in leading services or organisations through times of extensive change, service improvement and effectiveness, system design reform and integration.
- > Experience in applying contemporary management processes and practices in a health care setting.
- > Experience in liaison with large numbers of staff from various multidisciplinary backgrounds.

Knowledge

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- > Knowledge of contemporary nursing and or midwifery and health care issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > A tertiary qualification and/or post graduate award relevant to Mental Health.
- > Studying towards or have completed a postgraduate qualification in leadership and management, preferable health service management.

Personal Abilities/Aptitudes/Skills:

- > Skills in using computers and software relevant to the area of practice.

Experience

- > Experience with quality improvement activities.
- > Experience in facilitating health research, planning, evaluation and applying beneficial results to the areas of practice.

Knowledge

- > Knowledge of the South Australian Public Health System.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

CHSALHN oversees the rural public health system in South Australia. We provide community, rehabilitation and acute services to approximately a third of SA's population and is the largest service provider in country SA. The Vision of CHSALHN is to transform health care and actively deliver health benefits so that rural and remote South Australians live healthy lives. Within this broader context, the mission of CHSALHN is to:

1. Support rural and remote South Australians to be healthy;
2. Commit to partnering with individuals, communities and staff to deliver high quality, high value health care that enhances the lived experience of rural and remote South Australians and their cares and families; and
3. Commit to enhancing the satisfaction, and promoting the talent, of its workforce.

CHSALHN MHS's mission is "To be a flourishing mental health service that impacts meaningfully and positively on the communities it serves". Within this context, there are 5 key goals that support the achievement of the Directorate's vision of "Transforming health care and actively delivering health benefit." These are to achieve:

1. Effective, appropriate and sustainable mental health services;
2. Access to empowering and appropriate mental health services;
3. An appropriate, skilled and well supported mental health workforce;
4. Collaborative and research based mental health service planning and policy development; and
5. Strong leadership through governance, transparency and accountability.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: