

Statement of Duties

Position Title: Group Director - Mental Health Services (MHS) South Region	Position Number: 504996	Effective Date: September 2018
Group: Community, Mental Health and Wellbeing		
Section: Statewide Mental Health Services	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 5, Grade 4	Classification: Allied Health Professional	
Reports To: Clinical Executive Director - Statewide mental Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- As a member of the Statewide Mental Health Service (SMHS) Executive team, the Group Director - Mental Health Services Southern Region in conjunction with the Statewide Specialty Director/s, has operational management responsibility and accountability for the following statewide group services:
 - Adult Mental Health Services
 - Child and Adolescent Mental Health Services (CAMHS)
 - Older Persons Mental Health Services (OPMHS)
- Provides strategic leadership and direction to the group services in relation to:
 - Strategic planning, policy development, business planning, management and performance
 - Service integration and collaboration
 - Legislation
 - Knowledge management and interpretation in relation to the overall service provided across the Group.

Duties:

1. In partnership with the Statewide Speciality Directors be accountable for the performance of the group services against an agreed annual plan that includes targets for service delivery, financial performance, human resources, information management and asset management.
2. Contribute as part of the SMHS Executive team to ensure that there is a collaborative and integrated approach to service delivery of MHS across the state to maximise resource utilisation and improve access to services.

3. Provide high-level management and leadership to the group services including the coordination of human, physical and financial resources, and quality improvement strategies.
4. Direct and control the formulation of strategies, plans, policies, systems and processes for the delivery of services, including the development, implementation and monitoring of benchmarks, performance indicators and best practice service developments.
5. Oversee the planning, implementation and evaluation of strategies and related system development and change management to ensure the long term sustainability of services, including the establishment of effective networks, innovative approaches to service delivery and service reform activities.
6. Provide leadership and innovative thinking in workforce planning activities to implement workforce profile changes and undertake service restructuring to recruit and retain skilled staff in the specialist areas across the allocated portfolio.
7. Provide high level, authoritative advice and support to the Clinical Executive Director (CED), and other senior staff of the SMHS and the Department in relation to the group services.
8. Facilitate the development and maintenance of effective service integration, collaboration and coordination mechanisms for the services within the Group and in relation to services within the broader SMHS service system.
9. Ensure the development and maintenance of strong communication links with local government, community sector organisations, government departments, professionals and other key internal and external stakeholders to ensure an integrated, cohesive community health service across the state.
10. Function as an effective and productive member of the SMHS Executive team and ensure allocated portfolios are effectively managed.
11. Participate in an on-call roster as required.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
13. 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.

Scope of Work Performed:

- The position is required to operate with limited direction from the CED to:
 - Demonstrate advanced management capability in guiding the strategic development and operations of the SMHS Southern region including the efficient and effective management of human, financial and physical resources.
 - Develop and implement Service policies and practices and build overall organisational capability, ensuring service delivery is provided in accordance with national, Tasmanian and organisational strategic priorities and standards and relevant legislation.

- Develop and maintain effective linkages and partnerships within the SMHS and other government and non-government agencies, community health service providers and other key groups regarding health service priorities.
- Actively participate in personal and professional development activities, as well as recognising and maintaining own professional development needs.
- Identify and progress quality improvement and risk management strategies for the service area.
- Operate in an autonomous manner and demonstrate considerable initiative and professional judgment.
- The Group Director will work collaboratively with the Statewide Specialty Director/s to lead and manage the activities of the group services in accordance with Agency policy and administrative instructions as varied from time to time.
- The occupant will work with other stream Group Services management teams and Acute Hospital Operations, Medical, Nursing, and Allied Health managers to provide leadership to services at a Statewide level.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Occupational Therapy Board of Australia; or
- Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or
- Registered with the Psychology Board of Australia.
- 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.

Desirable Requirements:

- Current Driver's Licence.

Selection Criteria:

1. Extensive clinical knowledge of and/or experience at a senior management level in the areas of mental health services, together with demonstrated knowledge and understanding of the range of complex operational management and clinical issues relating to a diverse health care service at a regional level.
2. High-level conceptual, analytical and creative skills including ability to understand the political, social and organisational environment and be adaptable and flexible in a complex service environment.
3. Highly developed interpersonal, communication, decision making, conflict resolution and negotiation skills, together with a proven ability to deliver comprehensive oral and written reports and to liaise on and negotiate complex and sensitive issues.
4. Demonstrated liaison and consultation experience together with the ability to develop and maintain strategic partnerships with a broad range of internal and external stakeholders to support the optimal operations of the overall service and maximise outcomes for clients.
5. High-level adaptability and flexibility, including a demonstrated capacity to initiate, implement and evaluate significant change at the regional level and the ability to deal with significant ongoing pressure and ambiguity.
6. Significant high level leadership qualities, including the capacity to implement the organisational vision and to establish long term strategic goal-setting.
7. Demonstrated ability to manage significant financial, human and physical resources, monitor efficiency and apply contemporary management techniques within a highly complex multidisciplinary environment.
8. Demonstrated knowledge and understanding of relevant Acts, Legislation, Agency policies and professional competencies, together with the ability to apply these to contemporary practice and clinical governance.

Working Environment:

- Intrastate and occasional interstate travel will be required.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.