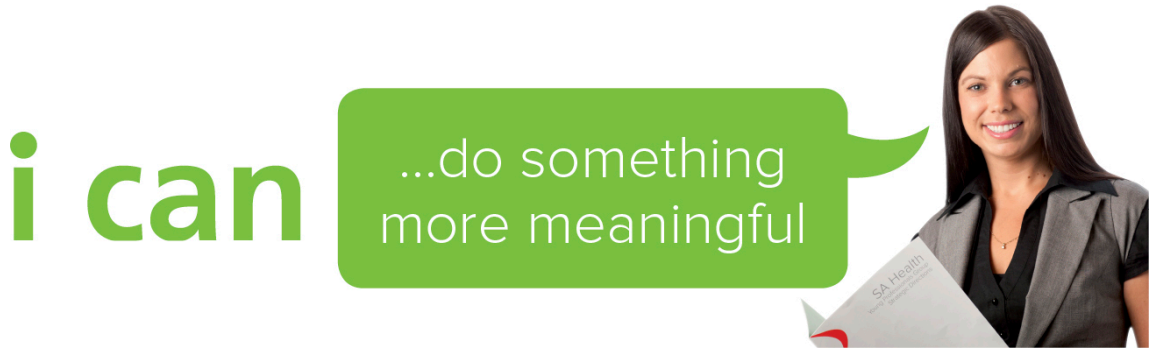


SA Health Job Pack

Job Title	Executive Officer / Director of Nursing & Midwifery
Eligibility	Open to Everyone
Job Number	764076
Applications Closing Date	23/7/2021
Region / Division	Limestone Coast Local Health Network
Health Service	Bordertown Memorial Hospital
Location	Bordertown
Classification	RN/M6.2
Job Status	Permanent Full-time position
Total Indicative Remuneration	$151,872 p.a.

Contact Details

Full name	Paul Bullen
Phone number	08 8721 1200
Email address	paul.bullen@sa.gov.au

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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Check (WWCC) - **DHS**
- ☒ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ No contact with Vulnerable Groups - 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.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). Please click here for further information on these requirements.

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

Limestone Coast Local Health Network

About Bordertown

Bordertown is located 270km South-East of Adelaide, only 20km west of the Victoria border. Potaruwutj (pod-aru-widch) are the Traditional Owners and Custodians of the land and water Bordertown sits upon today.

Benefits

- Safe, affordable living with welcoming community.
- Quality schools and recreational facilities.
- Growing through innovation and diversification.
- Picturesque and prosperous agricultural community.
- Supports diverse populations.
- Creative and sports orientated.

Population 6,794*

Female 47.5%
Male 52.5%

*Source: ABS, Population by Age and Sex, Regions of Australia, cat. No. 3235.0, released 29 August 2019. *population of Bordertown Memorial Hospital catchment.*

Housing

Median price for house
$165K
Average rental
$255 p.w.

Source: propertyvalue.com.au July 2020.

Schooling

Primary and Secondary Schools (public and private).

Bordertown Memorial Hospital

Address: 23 South Terrace, Bordertown, SA, 5268
Phone: (08) 8752 9000
Email: Health.LimestoneCoast@sa.gov.au

Follow us on Facebook.

Visit our website.

Careers

To find out about careers with the Limestone Coast Local Health Network, visit Careers in SA Health.



Further information

Tatiara Council
About Bordertown video
Child care options
The Good Schools Guide
Real Estate
SA Community
Life in Bordertown

Government of South Australia
Health
Limestone Coast
Local Health Network

ROLE DESCRIPTION

Government of South Australia | Health Limestone Coast Local Health Network

Role Title:	Director of Nursing and Midwifery (Level 6.2)
Classification Code:	Registered Nurse/Midwife Level 6 – RN/M6.2
LHN/ HN/ SAAS/ DHA:	Limestone Coast Local Health Network (LCLHN)
Hospital/ Service/ Cluster	Limestone Coast Local Health Network / Bordertown Memorial Hospital
Division:	Nursing
Department/Section / Unit/ Ward:	Bordertown
Role reports to:	Executive Director of Nursing & Midwifery LCLHN
Role Created/ Reviewed Date:	June 2020
Criminal History Clearance Requirements:	☒ DHS Working With Children Check (WWCC) ☒ NDIS Worker Check ☒ NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category	☒ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☐ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

Employees classified at this level provide strategic and operational leadership, governance, and direction for the nursing/midwifery services within a Health Unit or Community Service. The focus of the role is on development and implementation of frameworks and systems within which nursing/midwifery employees practice, and on monitoring and evaluating clinical practice and service delivery standards. The role scope at this level may be required to extend across more services than nursing/midwifery. Staff working at this level are expert managers, practicing at an advanced level, have an extended scope of practice with a high degree of autonomous decision making.

Employees in this role accept accountability for the governance and practice standards of nurses/midwives, the development and effectiveness of systems to support, evaluate and consistently improve nursing/midwifery practice and healthy work environments and the cost effective provision of health services within their span of control.

The specific scope of **Level 6.2** is outlined in the section: **Key Result Areas and Responsibilities.**

Direct Reports:

- Accountable for all staff on site.
- Direct reports – Nurse Unit Managers
- Administration Manager
- Ancillary Team Leader
- Maintenance Team Leader

Key Relationships/ Interactions:

Internal

- Works closely with executive and senior clinical and management personnel and disciplines including medical, allied health, scientific and technical services.
- Responsible for the management of Nurse Unit Manager and Associate Nurse Unit Managers.
- Works collaboratively across the Region and RSS.

External

- Maintains relationships with non-government organisations/government organisations
- Liaises regularly with unions and staff bodies and with external agencies
- Maintains effective working relationships with external Health care providers including General Practitioners and Medical Specialists.
-

Challenges associated with Role:

Major challenges associated with the role include:

- Providing strategic and operational leadership for nursing/midwifery and other services within the scope of role.
- Accountable for the service/s human, financial and material resources within scope of the role and promoting a culture of due diligence
- Building a culture of quality and safety that is patient/client centred.
- Leading innovation and change management to address emerging service and workforce needs within span of control.

Delegations:

- Delegations are limited to LCLHN Delegations and Policies. There is a requirement to work with in these limitations.

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 & 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:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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.*
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *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).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, 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.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

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 patient 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:

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

Special Conditions:

- 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- 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 employment involving unsupervised contact with vulnerable groups.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 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 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.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

LEVEL 6.2 has a substantial number of the following characteristics but is not limited to:

- Inpatient facilities with capacity for consistent occupancy levels;
- A small range of clinical services influencing activity levels;
- Primary health services and GP support;
- Some hospital substitution services;
- Support for occasional surgical services and some visiting specialist services;
- May include Midwifery service;
- Emergency services for a specified area;
- Role is required to manage local clinical and support services;
- There is limited administrative and/or support service management for the level 6.2 role;
- Role is required to manage within more than one funding source and/or jurisdiction;
- Role may be required to oversee a second Health Service of equal or less size;
- Role may be extended to include EO responsibilities.

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	> Use their clinical knowledge and experience to provide strategic and operational leadership, governance and direction for nursing/midwifery including models of care; > Build a culture which is patient/client centered and where patient/client engagement is encouraged; > Accountable for evaluating and consistently improving nursing/midwifery practice and healthy work environments.
Support of health service systems	> Develop and implement a nursing/midwifery contemporary professional practice framework; > Develop and/or implement corporate administrative and risk management frameworks; > Develop and implement service delivery policies, goals, benchmarking frameworks and nursing/midwifery clinical practice standards; > Develop and guide the use of information systems to inform decision making, manage practice, store corporate knowledge and convey information to staff; > Establish standards for human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention; > Contribute to and/or negotiate organisation budget and activity profiles; > Accountable for resource management with due diligence.
Education	> Lead the establishment of learning cultures across span of appointment; > Ensuring staff have the capacity to meet service delivery needs, priorities and work standards.
Research	> Lead the establishment of a culture of research enquiry; > Integrate contemporary information and research evidence with personal knowledge and experience to support high level decision making.

Professional leadership	> Provide professional nursing/midwifery advice, direction, and governance for a specified Health Unit or Community Service; > Provide corporate management of nursing/midwifery services for a specified Health Unit or Community Service; > Lead, coach, coordinate and support direct reports and provide mentorship for less experienced nurses and midwives; > Lead innovation, change processes, and coordinated responses to emerging service and workforce needs; > Maybe recruited to manage or oversee an organisational/regional portfolio or long term and/or significant project; > May be required to provide executive level management of services other than nursing/midwifery for a specified Health Unit or Community Service

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.

Personal Abilities/Aptitudes/Skills

> An ability to achieve outcomes through effective leadership and delegation and by working in a team.
> Demonstrated ability to deal with a range of issues concurrently.
> Ability to analyse options, make decisions and implement policies.
> Proven ability to create and manage change and operate effectively in an environment of complexity, uncertainty and rapid change.
> Highly developed verbal and written communication skills.
> Highly developed negotiation and conflict resolution skills.
> An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards

Experience

> Five years post registration experience as a Nurse/Midwife.
> Qualifications or extensive, recent, senior management experience in finance.
> Experience in the implementation of new systems and introduction of significant change.
> Substantial senior experience/responsibility in management including personnel, finance and strategic planning and leadership.
> Demonstrated experience in innovative service delivery and in effecting change in the workplace to achieve agreed outcomes.

Knowledge

> Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
> Broad based knowledge of contemporary health care issues.
> Broad knowledge of Quality Improvement Systems as applied to a hospital setting.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Post graduate tertiary qualifications in health administration.
- Qualifications in and/or experience in a Mental Health practice

Personal Abilities/Aptitudes/Skills

- Recent experience in application of information technology in the health care environment that is applicable to the practice setting.

Experience

- Demonstrated ability to achieve and maintain sound employee relations.
- Extensive executive management in the health care field.

Knowledge

- Broad understanding of State and local political, legal and socio-economic environments and their impact upon the management of a hospital.
- Understanding of accreditation requirements as expected by the National Safety & Quality for Healthcare Standards, NDIS and other relevant accreditation requirements and their expectations at site level.
- Understanding of Grant Funded Unit requirements, reporting needs and performance expectations.

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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network, Yorke and Northern 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.

Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

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

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

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: