

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Assistant Director of Nursing (ADON) – Primary Health North
Position Number:	529987
Classification:	Registered Nurse Grade 8, Level 4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Primary Health North
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Nursing Director – Primary Health North
Effective Date:	July 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.</p> <p>Current Driver's Licence.</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Relevant post-graduate qualifications.

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Assistant Director of Nursing (ADON) - Primary Health North provides effective leadership and management in a complex multidisciplinary environment to achieve the defined clinical objectives of district hospital services within the THS - North region.

As a member of the senior nursing team within Primary Health Service, provide a high level of operational and professional leadership and direction, ensuring resources are effectively utilised and the highest standards of service delivery are maintained in accordance with the THS – North policy directions, service standards and financial performance targets.

The Assistant Director of Nursing – Primary Health North works as a member of the THS – North Leadership Team and will ensure effective professional governance and partnerships, quality training and practice development, and will collaboratively progress and maximise strategic nursing initiatives including the development of a sustainable workforce to achieve nursing excellence and ensure a sustainable nursing service for our community.

Provide the Nursing Director – Primary Health North with high level quality advice and support.

Duties:

1. Direct the operational activities of Primary Health North consistent with the THS – North objectives and provide effective leadership and coordination, direction and management of human, financial and material resources to achieve those objectives.
2. Promote and facilitate the development of a sustainable nursing workforce and the provision of quality, cost effective and efficient nursing service.
3. Provide leadership across the clinical service to achieve safe client care and optimal health outcomes, by monitoring standards of nursing care and ensuring clinical nursing practice is client oriented, evidence based and in accordance with relevant legislative, regulatory and ethical standards.
4. Within the established framework, work collaboratively with the safety and quality unit to actively promote and ensure safer environments for clients and staff. This includes efficient use of public resources, and development and review of processes, policies and procedures and systems to monitor and manage clinical and corporate risk within the nursing service.
5. Provide collaborative leadership and support for innovative redesign projects aimed at increasing client access and improving client outcomes and experience, whilst enhancing staff effectiveness and role satisfaction.
6. Actively promote and support a culture of learning and enquiry by facilitating the development and application of relevant research in clinical areas, and ensuring undergraduate, post graduate and professional development programs are integrated into practice settings.
7. Represent Primary Health on internal governance committees and working parties including interdepartmental committees and other forums.
8. Contribute to broader Region and THS strategic activities and collaborate with the health industry, community groups, educational and professional bodies, and private and public sector health service providers to improve services and health outcomes.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Under the guidance and support of, and in collaboration with, the Nursing Director Primary Health North the incumbent is required to function autonomously and is expected to exercise considerable initiative and professional judgement across the spectrum of responsibilities.
- Receives professional guidance and direction from the Nursing Director – Primary Health North and Executive Director of Nursing.
- The occupant is accountable for ensuring:
 - Senior management of nursing and non-nursing staff at various THS North sites, including District Hospitals and associated services.
 - Agreed activity targets and access indicators are met within agreed budgets.
 - Operational plans are established and key performance indicators are met.
 - Performance enhancement and development systems, including management of direct reports, are maintained.
 - Services comply with relevant legislation, standards and guidelines as objective measures of service delivery.
 - Integration of the THS – North quality, teaching and learning, and service improvement programs into the day to day operations of the clinical services areas.
- As a Member of the THS – North Nursing Leadership team, the Assistant Director of Nursing – Primary Health North will work collaboratively to:
 - Provide leadership in the continuing development of a culture that places the client at the centre of care, and strives for nursing excellence in clinical practice, management, teaching and research.
 - Ensure effective nursing professional and clinical governance systems are in place.
 - Form effective internal and external partnerships, regional and statewide networks, to develop and refine innovative service roles and team based responses to meet emerging health care challenges and improve the health of clients and our community.
 - Implement agreed nursing strategic initiatives across the organisation, while actively supporting leadership development and capacity building at all levels.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated ability to provide contemporary nursing/health services leadership in a complex environment, with knowledge of national and state health issues and reform agendas.
2. Holds a relevant post graduate tertiary qualification or extensive experience in nursing in a community practice setting and can demonstrate application of the acquired knowledge base to achieve nursing service improvements and organisational outcomes relevant to the regional wide professional requirements of this position.
3. Ability to contribute effectively as a member of a multidisciplinary senior management team with proven experience in the management of physical, financial and human resources under a clinical service model or similar environment.
4. High level interpersonal and communication skills including negotiation and conflict resolution skills and a demonstrated capacity to listen, liaise, negotiate and engage with a range of internal and external stakeholders to achieve organisational change.
5. Demonstrated ability to provide leadership in person centred care and achieve quality and safety outcomes through the application of a comprehensive knowledge base in quality improvement, research and other improvement strategies.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).