

Statement of Duties

Position Title: Assistant Director of Nursing – Child Health and Parenting Service (CHaPS)		Position Number: 500794	Effective Date: August 2017
Group: Community, Mental Health and Wellbeing			
Section: Child Health and Parenting Service (CHaPS)		Location: North, North West	
Award: Nurses and Midwives (Tasmanian State Service)		Position Status: Permanent	
		Position Type: Full Time	
Level: Grade 8 Level 3		Classification: Registered Nurse	
Reports To: Nursing Director – Early Years, Child Health and Parenting Service			
Check Type: Annulled		Check Frequency: Pre-employment	

Focus of Duties:

The Assistant Director of Nursing (ADON) is a senior leadership position in the Early Years, Child Health and Parenting Service (CHaPS). The CHaPS provide statewide universal and targeted community child health services to Tasmanian parents/carers, infants and children. The occupant will:

- Reporting to the Nursing Director CHaPS, provide strategic and operational leadership, governance and direction for CHaPS in a defined area. Contribute to the development of frameworks and systems for the provision of child health services which meets the defined needs and priorities of the service area.
- Provide direction and effective management and coordination of the human, financial and material resources of CHaPS in a designated area to achieve agreed objectives and outcomes within available resources with a goal of improved service access and provision of safe, quality and clinically effective care.
- Provide effective leadership, foster a culture of continuous enquiry and learning, and facilitate the translation of evidence into practice to enhance service provision and outcomes to the community.
- Forge collaborative service networks and relationships to support optimal understanding of need, and the utilisation and integration of required health care services contributing to equitable outcomes for Tasmania's children.
- Act in accordance with legislation, national and state strategic directions, professional values, standards, and frameworks and contribute to achievement of CHaPS and DoH Performance Agreements.

Duties:

1. Manage and coordinate the human, financial and physical resources of CHaPS in a designated area to achieve the delivery of an effective and efficient service within available resources.
2. Monitor standards of care and ensure clinical management and service delivery is evidence based and in accordance with relevant legislative, regulatory and ethical standards.
3. Work with the leadership team to encourage and facilitate effective teamwork across multi-disciplinary teams, and provide leadership in the continuing development of a culture that places the child and family at the centre of care and strives for excellence in child health and parenting practice, management, teaching and learning.
4. Promote and support a culture of learning and enquiry by facilitating the development of relevant research, and the active pursuit of contemporary professional knowledge and its application to the child health practice setting.
5. Facilitate strong communication links and form effective internal and external partnerships to develop and refine innovative evidence based approaches, roles and team based responses to meet current and emerging challenges and improve equity of outcomes for children families and communities.
6. Provide professional and strategic leadership, advice and direction within a defined area, and actively contribute to the ongoing CHaPS, and Department policy development and strategic agendas to improve service delivery.
7. Provide high level change management leadership and implement agreed strategic initiatives while actively supporting leadership development and capacity building within the CHaPS workforce.
8. Demonstrate conduct and behaviours that are consistent with Australian Nursing and Midwifery Council standards and codes, and the Department of Health values, mission and code of conduct.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the identification, development and implementation of safety systems, improvement initiatives 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.

Scope of Work Performed:

The ADON provides direction and leadership to the CHaPS teams in a designated area. The occupant receives limited direction from the Nursing Director and is expected to exercise considerable initiative and judgement across the responsibilities of the role. The incumbent is expected to be an effective role model, contributing to the broader Agency strategic objectives and collaborating within service teams, community groups, educational and professional bodies and private and public sector health service providers in pursuit of improved services and outcomes for children and their families. The occupant will be responsible for the following:

- Effective and efficient service provision and teamwork within available resources.

- Alignment with, and accountability for governance and organisational values, strategic directions, performance standards and legislation governing the provision of child health and parenting services and professional practice within a defined area.
- 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.
- Comply at all times with policy and protocol requirements, including 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 Nursing and Midwifery Board of Australia as a Registered Nurse.
- Current Tasmanian Working with Children Registration.
- 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:

- Post graduate qualifications in Child and Family Health Nursing or a qualification relevant to the service area.
- Current Driver's Licence.

Selection Criteria:

1. Demonstrated expert contemporary Child Health Nursing skills and knowledge base.
2. Demonstrated ability to provide contemporary nursing leadership and management capability with sound knowledge of national and state health issues, policy and reform agenda related to a child health practice area.
3. Demonstrated ability to provide direction, and effectively manage and coordinate human,

financial and material resources to achieve objectives within available resources.

4. Demonstrated record of having high level of interpersonal, verbal and written communication skills, working effectively with individuals, groups and as a member of a multidisciplinary team including external service providers to achieve organisational change.
5. High level conflict resolution skills, and a demonstrated capability to liaise, negotiate and collaborate with a range of internal and external stakeholders to achieve service priorities.
6. Demonstrated ability to critically analyse health research, to exercise independent professional judgement and use data and information to prepare reports, policies and or procedures.
7. Demonstrated clinical leadership capability to ensure service standards are met and quality outcomes achieved through the translation of evidence into practice, and continuous professional development of an appropriately skilled workforce.

Working Environment:

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.