DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Nursing Director – Excellence in Care and Culture |
| **Position Number:** | 526390 |
| **Classification:** | Registered Nurse Grade 8, Level 2 |
| **Award/Agreement:** | Nurses and Midwives (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals North/North West – North West Regional Hospital |
| **Position Type:** | Permanent/Fixed-Term, Full Time/Part Time |
| **Location:** | North West |
| **Reports to:** | Executive Director of Nursing and Midwifery - North West |
| **Effective Date:** | December 2023 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Registered with the Nurses and Midwifery Board of Australia as a Registered Nurse  *\*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.* |
| **Desirable Requirements:** | Working knowledge of the principles of Pathway to Excellence  Relevant postgraduate qualifications |
| **Position Features:** | Some intra and interstate travel may be required |

NB. 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.

### Background:

Hospitals North/North West are pursuing excellence in care and culture using the Pathway to Excellence framework. The Tasmanian Health Service recognises Pathways to Excellence processes promote high quality patient care and lead to the highest levels of safety, quality, patient, and staff satisfaction.

### Primary Purpose:

Responsible for the efficient and effective implementation of leading and delivering outcomes for organisational leadership development, workforce management, people development and cultural improvement programs across Hospitals North West using the Pathway to Excellence framework. The framework is based on transformational leadership, structural empowerment, exemplary professional practice, new knowledge, innovation and improvements and empirical quality results.

The Nursing Director - Excellence in Care and Culture will:

* Provide a high level of senior leadership to identify opportunities and implement change processes, and to operationalise Pathway to Excellence principles and outcomes.
* Be responsible and accountable for the strategic planning, coordination, and implementation of the Pathway to Excellence framework.
* Provide high level specialist advice regarding strategic, policy and service delivery issues impacting on achieving excellence in culture and care with reference to the Pathway to Excellence framework.
* Lead the process for achieving Pathway to Excellence milestones and achieving outcomes to seek Magnet accreditation status.

### Duties:

1. Manage high level project and program components using the Pathway to Excellence framework to deliver initiatives.
2. Identify initiatives, priorities, resourcing requirements and milestones, for the delivery of outcomes using the Pathway to Excellence framework.
3. Develop and maintain project management documents including resourcing requirements and return on investment for Hospitals North/North West.
4. Provide high level strategic advice and direction in relation to the implementation of the Pathway to Excellence initiatives.
5. Proactively identify opportunities and establish collaborative relationships to maximise and improve the training, development, and clinical and relational practices of North West team members,
6. Utilise a range of high-level written material, including briefings, reports, planning and options papers to facilitate the implementation of Pathway to Excellence initiatives in the pursuit of excellence in care and culture.
7. Develop strategic communications, innovative marketing, and promotions to increase/undertake Hospitals North West and community awareness, promotion, information and support activities to the broader Tasmanian community in regard to achieving excellence in care and culture.
8. Establish, lead, and facilitate teams across the Hospital North West network that will actively collaborate to achieve the shared goal of excellence in care and culture.
9. Represent Hospitals North West at meetings and develop collaborative and constructive working relationships with both internal and external stakeholders.
10. 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.
11. 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:

Reporting directly to the Executive Director of Nursing and Midwifery - North West, the Nursing Director - Excellence in Care and Culture will manage a broad range of initiatives guided by the Pathway to Excellence and Magnet Recognition Program. The position will be responsible for the following activities which will have a direct and significant effect on Hospitals and Primary Care North West outcomes:

* Undertaking the duties of the position with a significant degree of autonomy, receiving guidance and support from the Executive Director of Nursing and Midwifery - North West.
* Working collaboratively with the Hospitals North West Executive leadership team to strategise and operationalise key deliverables.
* Representing the Executive Director of Nursing and Midwifery - North West in negotiations/discussions relevant to the role.
* Providing high level coordination, support, advice, analysis, and expertise in relation to the strategic aims of the Hospitals North West.
* Providing high level expert strategic advice and analysis on complex people management and transformational change strategies
* Ensuring the highest standards of quality, accuracy and timeliness of advice are maintained.
* Leading, coordinating, planning, developing, and implementing a strategic approach towards implementing the Pathway to Excellence and Magnet Accreditation initiatives.
* Championing 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, exercising 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.
* Complying 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated ability to provide effective leadership in a complex, professional work environment, together with knowledge and an understanding of national and state health policy framework and contemporary issues impacting on the delivery of patient care services.
2. Effective and highly developed research and project management skills with a proven understanding of, and ability to exercise, contemporary project management, business process and general management practices to achieve project outcomes, together with experience in preparation of detailed briefs and project reports and proven knowledge and experience in a hospital setting.
3. High level communication and interpersonal skills, including written, with a proven ability to produce information that is readily understandable to non-specialists, negotiate and manage conflict, develop effective partnerships, and represent Hospitals North West to identify and explain acceptable solutions in situations of differing interests.
4. Highly developed strategic, conceptual, and analytical skills with a demonstrated ability to undertake high level diagnosis and analysis and to adapt, be flexible, and broker solutions such as change management principles to achieve the desired outcomes in a complex multi-stakeholder environment.
5. Demonstrated ability to understand the political, social, and organisational environment, identify relevant issues and make sound judgements about strategies, directions, and priorities, together with the ability to maintain professional networks with both internal and external stakeholders.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).