

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Director of Nursing - Mental Health Services South
<b>Position Number:</b>	515752
<b>Classification:</b>	Registered Nurse Grade 8 Level 5
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Mental Health Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Nursing Director - Group Director MHS Southern Region
<b>Effective Date:</b>	March 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse and possess specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, an accredited hospital based program that lead to registration as a psychiatric nurse by the relevant nurse regulatory authority within Australia, New Zealand, Canada or the United Kingdom</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>
<b>Desirable Requirements:</b>	<p>Current Driver's Licence</p> <p>Holds or is working towards relevant tertiary qualifications</p>

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.

## Primary Purpose:

The Director of Nursing - Mental Health Services South is a senior manager and lead clinician who in combination with relevant staff will:

- Facilitate the optimal operation of Mental Health Services South.
- Provide clinical and managerial direction to all clinical staff across Mental Health Services South.
- Provide high level advice and support to the Nursing Director - Group Director and relevant senior staff in relation to clinical standards, education and training and the management of significant day to day clinical and service related issues.
- Be responsible and accountable for strategic advice regarding the provision of nursing services, nursing professional issues and standards of nursing care across Mental Health Services South.
- Facilitate the development and maintenance of active partnerships with a range of key internal and external stakeholders to optimise overall sector integration and client outcomes.
- In collaboration with the Nursing Director - Group Director MHS Southern Region, relevant patient safety and quality staff, senior managers and clinicians, develop and implement ongoing quality improvement and client safety programs.
- As part of the service leadership group and as a senior manager and clinician, actively contribute to overall service development including policy review, the development and implementation of strategies to meet current and future service priorities and change management.

## Duties:

1. Assist the Nursing Director - Group Director MHS Southern Region in the oversight of relevant human, financial and physical resources.
2. Provide clinical leadership and direction in the development, management and evaluation of all facets of the overall service, including strategic direction to continually enhance the provision of safe and quality services which meet the needs of all key stakeholders.
3. Provide high level strategic advice and reports to the Nursing Director - Group Director MHS Southern Region in relation to overall service delivery and performance with a specific focus on the nursing workforce and standards of nursing care.
4. Actively support relevant senior staff to undertake performance management processes and to address significant clinical and workplace issues
5. Work with the Group Services Director and relevant senior clinical, administrative and business support staff to develop and actively monitor a set of Key Performance Indicators, including taking actions as required to address concerns as and when they arise in this area.
6. Actively network with a range of key internal and external stakeholders including the community sector and private providers to both develop and support the partnerships essential to the optimal ongoing operation of the service.
7. Represent Statewide Mental Health Services on national and state working parties, interdepartmental committees and other key groups as required.
8. Actively pursue contemporary professional knowledge and its application to a range of practice settings through appropriate continuing professional development.

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:

This is an autonomous role working under the broad direction of the Nursing Director - Group Director MHS Southern Region and the professional oversight of the relevant Executive Director of Nursing. The incumbent will be responsible for:

- In consultation with relevant senior staff, the efficient and effective management of human, financial and physical resources across Mental Health Services South.
- The provision of operational and clinical support to all managers and senior clinical staff across the service with a particular focus on the nursing workforce.
- Being aware of all policies, procedures and legislation affecting the overall duties of the position and ensuring they are available and adhered to across the workplace.
- Actively participating in personal and professional development activities as well as recognising and maintaining own professional development needs.
- Deputising for the Nursing Director - Group Director MHS Southern region as required.
- 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:

- I. 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.

## Selection Criteria:

1. An in-depth knowledge and understanding of contemporary nursing practice, including relevant legislation, Agency policies and ANMC competencies.
2. Comprehensive understanding of, and experience in, leading and implementing contemporary, integrated, consumer focussed care across a number of specified specialist practise settings.
3. Demonstrated understanding of the range of complex management and clinical issues relating to a diverse health care service.
4. Proven high level experience and ability in managing human, financial and material resources including the capacity to measure and monitor outcomes to optimise overall service efficiency and effectiveness.
5. Proven leadership qualities with the capacity to impart vision and demonstrated skills in relation to change management and the development and achievement of strategic long-term service goals.
6. Highly developed interpersonal, communication, collaboration, negotiation and conflict resolution skills, including the capacity to exercise sound judgment and solve problems.

## 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](#).