

i can

...really connect
with my clients



SA Health Job Pack

Job Title	Executive Officer/Director of Nursing
Job Number	664934
Applications Closing Date	24 August 2018
Region / Division	Country Health SA Local Health Network
Health Service	Balaklava & Riverton Hospitals
Location	Balaklava & Riverton
Classification (i.e. RN2)	RN/M6.2
Job Status - (F/T, P/T, hours negotiable)	F/t Permanent
Remuneration is indicative only*	\$141,363

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:

- ☒ Child Related Employment Screening - **DHS**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☒ Aged Care Sector Employment Screening - **NPC**
- ☐ 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.

Contact Details

Full name	Sharon Godleman
Title	Multi-Campus EO/Director of Nursing
Phone number	88520113
Email address	Sharon.Godleman@sa.gov.au

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. Aboriginal and Torres Strait Islander applicants are encouraged to apply.

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.

The South Australian public sector promotes diversity and flexible ways of working including part-time. Applicants are encouraged to discuss the flexible working arrangements for this role.

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 Checks.



ROLE DESCRIPTION

Role Title:	Executive Officer /Director of Nursing and Midwifery (Level 6.2)
Classification Code:	Registered Nurse/Midwife Level 6 – RN/M6.2
LHN/ HN/ SAAS/ DHA:	Country Health SA Local Health Network
Hospital/ Service/ Cluster	Yorke and Northern Region
Division:	Management – Nursing and Midwifery
Department/Section / Unit/ Ward:	Balaklava Soldiers' Memorial District Hospital and Riverton District Soldiers' Memorial Hospital
Role reports to:	Regional Director of Nursing and Midwifery, Yorke and Northern Region
Role Reviewed Date:	June 2018
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

Provides strategic and operational leadership, governance and direction for the nursing/midwifery and aged care services within Balaklava and Riverton Hospitals. 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:

- > Nurse Unit Managers – Level 3 (x2)
- > Facilities Services Officer (x2)
- > Administration Officers (x2)
- > Cleaners
- > Laundry Hands
- > Cooks
- > Kitchen Assistants

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 Managers Level 3.
- > Oversee and manage all the different working groups within the hospitals and be actively involved with the Balaklava Riverton Health Advisory Council
- > Involvement in the Yorke and Northern and CHSALHN strategic direction
- > Attend both CHSALHN and Yorke and Northern Nursing and Midwifery Leadership Meetings

External

- > Maintains relationships with non-government organisations/government organisations
- > Liaises regularly with unions and staff bodies and with external agencies

Challenges associated with Role:

- > 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.
- > Ensuring the organisation is able to staff with appropriately skilled and qualified staff to its budgeted FTE.

Delegations:

- > Financial Level 5
- > HR Level 5

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:

*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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.
- > 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)
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act 2008* (SA), 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.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009* (SA) and Regulations
- > *Controlled Substances Act 1984* (SA) and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > SA Health/CHSALHN policies, procedures and standards.

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:

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

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014 specific to the role.
- > 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 Criminal and Relevant History Screening Assessment clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening Assessment must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007 (Ct)*
- > 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.
- > The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, CHSALHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does *not* apply to existing CHSALHN employees with continuous employment with CHSALHN which commenced prior to 1 October 2016.

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;
- Aged care residential 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 oversees two Health Services of equal or less size;
- Role may be extended to include EO responsibilities.

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > 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 centred 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	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > 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; > Will be required to provide executive level management of services other than nursing/midwifery for Balaklava Soldiers' Memorial District Hospital and Riverton District Soldiers' Memorial Hospital.
-------------------------	---

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.

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.

Personal Abilities/Aptitudes/Skills:

- > Recent experience in application of information technology in the health care environment.

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.

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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA 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.

Health Network/ Division/ Department:

The Balaklava Soldiers' Memorial District Hospital and Riverton District Soldiers' Memorial Hospital are located within the Yorke and Northern Region of Country Health SA Local Health Network. Both hospitals provide aged care and acute services ranging from in-hospital care for adults and children by local general practitioners to outpatients and residential aged care.

Balaklava Soldiers' Memorial District Hospital has 19 acute beds, 32 residential aged care beds, an accident and emergency department and operating theatre. Riverton District Soldiers' Memorial Hospital has 11 acute beds, 21 residential aged care beds and emergency department.

Patients may commence their stay at the Balaklava Soldiers' Memorial District Hospital or Riverton District Soldiers' Memorial Hospital but finish their care at one of the neighbouring hospitals with specialist medical or allied health input when required. All hospitals in the region work collaboratively to support the patient care needs of the region.

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

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.

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: