

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Nurse Unit Manger (Team Leader) - Adult and Older Persons Community Mental Health Services
<b>Position Number:</b>	516665m
<b>Classification:</b>	Registered Nurse Grade 7b
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Community Mental Health Wellbeing – Statewide Mental Health Services Adult and Community
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Group Director - Mental Health Services (North/North-West)
<b>Effective Date:</b>	July 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Nursing &amp; 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>Completion or progression towards the completion of a post graduate qualification relevant to the position</p>
<b>Position Features:</b>	Participates in an on call roster

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:

Provide leadership to Adult and Older Persons Community Mental Health Services (AOPCMHS).

Provide effective management of human, physical and financial resources of AOPCMHS Teams.

Develop and maintain appropriate and effective relationships with internal and external stakeholders, consumer and carer groups and non-government agencies to promote fully integrated, recovery focused mental health services.

As an integral part of the Regional Executive and the Statewide Clinical Reference Groups, work effectively in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices.

## Duties:

1. Provide leadership and direction in the management of multidisciplinary teams to ensure the provision of high quality, comprehensive, specialist mental health service to a designated population group within a specified regional area in accordance with the principles and goals specified in the Mental Health Services Strategic Plan and Service Blueprint.
2. Provide leadership and change management through the allocation of human resources to ensure that service delivery requirements are met; staff education needs are identified and addressed; and in particular, the issues of consumers and carers remain central to the service.
3. Coordinate the effective management of the AOPCMHS Team including planning, organisation, preparation and analysis of budgets, budgetary and service control and staff appointments.
4. Ensure the appropriate allocation of human resources to meet triage, intake, crisis response, assertive case management and regional group program requirements through the implementation and management of the workload monitoring and case allocation tools.
5. Ensure the multidisciplinary teamwork as a cohesive unit within a family sensitive philosophy that is inclusive, understanding and respectful of both the consumer and their families.
6. Ensure compliance with complete, timely clinical data collection to ensure Mental Health Service's National Data Sets and the Key Activity and Performance Indicators accurately reflect the performance of the Community Mental Health Team.
7. As part of the Regional Mental Health Executive and the respective Statewide Clinical Reference Group participate in the ongoing development, implementation and evaluation of mental health policy and strategic direction and ensure the active involvement and consultation of all stakeholders including staff and customers.
8. Undertake a pro-active role in developing effective partnerships with internal and external stakeholders including consumer and carer groups, local government bodies, non-government organisations and primary health service providers.
9. Provide leadership and direction into the development and implementation of Mental Health Services safety, clinical risk and quality programs consistent with a whole of service approach.
10. Develop, coordinate and facilitate the appropriate training, development and professional support for all disciplines, including ensuring all staff have current professional development plans that are aligned with the National Mental Health Workforce standards and developed in conjunction with the respective discipline senior.

11. Undertake clinical responsibilities including resolving complex enquiries, preparation of required correspondence and reports and complaint and incident management in accordance with Agency and Mental health policies.
12. Undertake portfolio responsibilities as required.
13. Act as an Authorised Officer under the Tasmanian *Mental Health Act 2013*.
14. 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:

The occupant of this role is responsible to the Group Director MHS-N/NW and Clinical Director - Mental Health Services North or their delegate/nominee for clinical service delivery.

The Nurse Unit Manager (Team Leader) - AOPCMHS works autonomously at the team level and provides direction and leadership to AOPCMHS Teams and is responsible and accountable for the following:

- Ensuring the standards of client care within the teams are in accordance with clinical standards and evidence-based practice.
- Managing physical, financial and human resources effectively, ensuring team objectives are met.
- Encouraging and supporting staff to develop further knowledge and skills to enhance the individual and the teams.
- Providing clear direction to staff, so that all staff have an understanding of their responsibilities and duties.
- Ensuring that quality improvement processes are in place and acted upon, resulting in constant evaluation and improvement in the standard of care to clients.
- Act as a role model and mentor for staff.
- Actively participate in personal and professional development activities.
- Contribute to the expansion of knowledge and ideas in the relevant field by supporting and participating in research.
- Responsible to the Group Director MHS-N/NW for the management of assigned human, physical and financial resources.
- Receives professional support and guidance from the Heads of Discipline as appropriate.
- 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.
- 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.

## 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
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated clinical knowledge and/or experience relevant to the area with a minimum five years' experience in a specialist mental health service delivery setting.
2. Comprehensive knowledge of and experience in contemporary mental health management practice, including, clinical governance; clinical risk management; evidenced based practice; research; clinical standards; ethics; legislation.
3. Understanding of contemporary management principles including Occupational Health and Safety, Workplace Diversity, ongoing quality improvement together with knowledge of the current statutory requirements and Agency procedures or the capacity to acquire such knowledge.
4. **Leadership skills** – Individuals will demonstrate capability to provide the teams with a clear sense of direction, inspire a positive attitude and a desire to succeed in staff members at all levels and will persuade others and influence outcomes (internally and externally) for the ward/unit/team.
5. **Decision making skills** – Individuals will demonstrate capability to make rational and sound decisions based on a consideration of the facts and alternatives available, make quick decisions when required and will commit to definite courses of action.
6. **Business Focus** – Individuals will demonstrate capability to be focused on and understand the business of the organisation, business unit and ward/unit/team and will be focused on delivering the best care outcomes within the available resources.
7. **Initiative** – Individuals will demonstrate capability to be adaptable and respond and adjust easily to change. They are proactive and self-starting and will seize opportunities and act upon them, ensuring improved outcomes for the ward/unit/team.
8. **Resilience** – Individuals will demonstrate capability to persevere to achieve goals even in the face of obstacles, cope effectively with disappointments and setbacks and remain calm and in control under pressure.
9. **Builds productive networks** – Individuals will demonstrate capability to establish and maintain relationships and useful partnerships with people at all levels and disciplines across the business unit and group.

## 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 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](#).