

Director of Nursing – School Health Nurse Program

STATEMENT OF DUTIES

JULY 2019

Number	968881
Portfolio	Schools and Early Years
Branch	Student Support
Section/Unit/School	School Health Nurse Program
Supervisor	Director Student Support
Award/Agreement	Nurses and Midwives (Tasmanian State Service) Award
Classification	Grade 8
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, 38 hours per week/76 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Duties may be undertaken on a part-time basis.
Location	Statewide

Primary Purpose

Provide high level support, advice, direction, and strategic leadership involving all aspects of the School Health Nurse Program, including primary responsibility for the state-wide management and co-ordination of the School Health Nurse Program in accordance with state and national strategic directions, service standards and best practice.

Level of Responsibility/Direction and Supervision

Responsible and accountable for leadership and management of the School Health Nurse Program to maintain a consistent state-wide approach ensuring the highest standards of nursing practice in accordance with the Department's legal and policy requirements. The occupant will work to achieve agreed Agency financial and service delivery performance targets and lead ongoing policy and strategic developments in consultation with key stakeholders.

The occupant operates with a high degree of independence and autonomy in day-to-day activities and is expected to demonstrate considerable initiative and judgment. Overall guidance and direction received from the supervisor.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

Primary Duties

1. Lead the planning and implementation of the School Health Nurse Program.
2. Provide clinical leadership and direction in the development, management, and evaluation of all facets of the School Health Nurse Program including the policy and practices in schools in relation to medical issues.
3. Develop and manage effective strategic partnerships with key stakeholders in the development and coordination of the program.
4. Ensure the delivery of an effective and efficient state-wide service.
5. Liaise with senior staff, particularly principals and local managers and provide high level reports and advice on all matters affecting service delivery.
6. Ensure the provision of high quality and safe program delivery in accordance with departmental policies and relevant standards applicable to an integrated School

Health Nurse Program service, including development, review, and implementation of ongoing quality improvement activities.

7. Provide strategic leadership in the development, implementation and evaluation of clinical governance frameworks and evidenced-based nursing care models.
8. 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.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Comprehensive understanding of, and experience in, leading and implementing a contemporary, integrated and consumer focussed health nurse delivery model particularly in an education environment.
2. Holds a recognised post-graduate qualification in a relevant area complemented by demonstrated extensive knowledge and understanding of contemporary child and youth health nursing with knowledge of contemporary management practices and recent leadership experience.
3. Demonstrated highly developed skills in strategic planning and project management incorporating high level knowledge of and commitment to leadership in continuous quality improvement and nursing research.
4. Demonstrated highly developed interpersonal skills including oral and written communication, negotiation and conflict resolution skills, including the capacity to initiate change, exercise sound judgement and solve problems.
5. Proven ability to be adaptable, flexible and exercise considerable initiative to achieve results and balance competing priorities in a complex environment.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Registration with the Nursing and Midwifery Board of Australia

Desirable

- Current drivers' licence.
- Relevant post-graduate qualification.

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 103974 – Deputy Secretary Corporate Services/960249
Request:

Date Duties and Selection Criteria Last Reviewed: 06/14 VRH, 07/19 DRL
