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SA Health Job Pack

Job Title	Executive Director Nursing and Midwifery
Eligibility	Open to Everyone
Job Number	738806
Applications Closing Date	13 th November 2020
Region / Division	Southern Adelaide Local Health Network
Health Service	Executive Office
Location	Bedford Park
Classification	SAES-Level1
Job Status	Full Time / Term Contract (up to 3 years)

Contact Details

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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:

- ☐ Working with Children 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 above.

Immunisation

Risk Category C (minimal patient contact)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)

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.

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.

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 requirements

Position	Executive Director of Nursing and Midwifery
Classification	SAES1
Division	Southern Adelaide Local Health Network
Department / Section / Unit / Ward	Executive
Role reports to	Operationally: > Chief Executive Officer Professionally: > Chief Executive Officer
CHRIS 21 Position Number Enter CHRIS position number	Role Created / Review Date Review - October 2019
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child - Prescribed (Working with Children Check) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category C (minimal patient contact)

JOB SPECIFICATION

Primary Objective(s) of role:

The Executive Director of Nursing and Midwifery (EDONM) is a key Executive role at Southern Adelaide Local Health Network (SALHN) with a broad and multifaceted portfolio focusing on professional leadership, clinical operations, consumer and community engagement and Continuous Improvement.

The EDONM is accountable to the Chief Executive Officer (CEO), SALHN for leading the development and implementation of strategies to meet the health needs of the Local Health Network's (LHN) population, as well as achievement of SALHN's strategic priorities as outlined in the Strategic Directions Map 2019-2024, operational objectives, performance agreements, targets and key performance indicators.

More specifically, the EDONM is accountable for the governance and practice standards of nurses and midwives, the development and effectiveness of systems to support, evaluate and consistently improve nursing and midwifery practice and healthy work environments and the cost effective provision of health services within their span of control.

The EDONM, in collaboration with other professional leads has overarching responsibility for the provision of safe and reliable care across the Network working within a continuous improvement framework and ensuring alignment to relevant practice standards.

SALHN's operating principle, *'To Listen, Act, Make Better, Together'* is linked to an understanding that meaningful person and family centred care occurs when there is true partnership between consumers and health professionals. The EDONM portfolio includes oversight and sponsorship of SALHN's consumer and community engagement strategies, working with the Board, other Executive members and community and consumer stakeholders to ensure genuine partnership with our consumer and community groups is embedded across all levels of the organisation.

The EDONM also has key responsibilities linked to clinical operations specifically, patient flow and hospital coordination. The EDONM role provides Executive leadership and oversight of SALHN's Integrated Management System. The Integrated Management System is SALHN's operational framework which connects the organisation at all levels and provides a consistent approach to management across five key domains of Safety, Quality, Delivery, People and Cost.

The EDONM will oversee relationships with the Department for Health and Wellbeing and other key government and non-government agencies, including professional and industrial bodies, research and education sector.

Direct Reports: (List positions reporting directly to this position)

- > Deputy Director | Nursing Director, Nursing Midwifery and Patient Services
- > Professional leadership for Divisional Co-Directors (nursing) and Divisional Nursing Directors
- > Nursing Director, Centre for Nursing and Midwifery Education & Research
- > Manager, Consumer Engagement Unit
- > Continuous Improvement Team
- > Nursing and Midwifery Office Coordinator | Executive Assistant

Key Relationships / Interactions:

Internal:

- > The EDONM is accountable to the CEO with responsibility for staff within Nursing and Patient Care Services, the Consumer Engagement Unit and the Continuous Improvement Unit.
- > The EDONM is the Executive sponsor for the Board Community Engagement Sub-Committee
- > The EDONM is the Chair of Nursing and Midwifery Council, Co-Chair of the Partnering with Consumers Advisory Group and the Executive Sponsor or Chair of a number of other Committees linked to clinical practice and service delivery
- > The EDONM is a key member of SALHN Executive Committees, Operational Performance Committee, Clinical Council and Safety Council
- > The Executive Director of Nursing and Midwifery will have close working relationships with Board members and senior officers of SALHN

External:

- > The Executive Director of Nursing and Midwifery will maintain collaborative working relationships with other LHNs and health services, the Department for Health & Wellbeing, other government agencies, universities, education providers, research institutes, consumer and community groups, professional bodies, industrial agencies, and other key relevant stakeholders

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Governance reforms
- > Workforce sustainability
- > Demand and capacity management
- > Ageing infrastructure and equipment
- > Patient care standards and evidence into practice
- > Patient experience
- > Staff safety and experience

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	Level 4
Human Resources	Level 2
Procurement	Level 2

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

As an individual it is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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.
- > Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Public Interest Disclosure Act 2018.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, 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.

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.

Special Conditions

- > 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 Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 and Child Safety (Prohibited Persons) Regulations 2019, must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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.

Key Result Areas	Major Responsibilities
Strategy and Planning	<p>As a member of the Executive Team, the EDONM will significantly contribute to the delivery of SALHN Strategic Direction Map 2019-2024 which is supported by four strategic pillars:</p> <ol style="list-style-type: none"> 1. 'Our Clinical Services' 2. 'Our Consumers' 3. 'Our Relationships' 4. 'Our Research' <p>The EDONM is responsible for ensuring the strategic alignment of nursing and midwifery activities and driving nursing and midwifery contribution, influence and representation across all strategic priorities</p> <p>Specific organisation-wide strategic responsibilities within the EDONM portfolio include:</p> <ul style="list-style-type: none"> > Executive lead for the Community Engagement Board Sub-Committee and development of SALHN's Community Engagement Strategy > Executive Lead for the 'Our Consumers' strategic pillar and the delivery of SALHN's Consumer Engagement Framework and Plan 2019-2021 through the Partnering with Consumers Advisory Group, Consumer Engagement Unit and Divisions > Strategic leadership and oversight of SALHN's Integrated Management System. The Integrated Management System is SALHN's operational framework which connects the organisation at all levels and provides a consistent approach to management across five key domains of Safety, Quality, Delivery, People and Cost > Executive Lead supporting the Continuous Improvement Unit focused on driving a continuous improvement culture and building capacity and capability across the organisation to solve problems and build reliable systems <p><u>Strategic Leadership</u></p> <ul style="list-style-type: none"> > Providing for the achievement of high quality, contemporary nursing and midwifery practice across SALHN by ensuring professional leadership and vision to all nurses and midwives > Contributing to and participating in SALHN Executive Committees > Ensuring effective stakeholder relationships within and external to SALHN by initiating, developing and maintaining appropriate working relationships with staff and key stakeholders > Assist with leading the implementation of major organisational change in partnership with other Executive, senior leaders and key stakeholders > Contributing to and influencing at a state-wide and national level through various forums and mechanisms in relation to the nursing and midwifery agenda
Governance and Risk	<p>The EDONM is accountable for ensuring governance systems and processes that support and assures nursing practice is delivered according to contemporary, culturally appropriate, best practice models of care:</p> <ul style="list-style-type: none"> > Leading the creation of a culture of performance accountability, review and evaluation, feedback, team work, risk management, collaboration and continuous improvement > Ensuring mechanisms are in place for the appropriate credentialing of all nursing staff across SALHN and compliance with all statutory requirements, policies and procedures > Promoting and working within the designated risk management framework ensuring implementation, monitoring and review as required

Quality and Delivery	<ul style="list-style-type: none"> > Leading the development and implementation of process and practice redesign aligned to a continuous improvement approach and the application of the 8 step problem solving methodology > Developing new models of service provision and identifying innovative and alternative approaches to the provision of services > In collaboration with the other Professional Leads, leading and ensuring compliance with the National Safety and Quality Health Service Standards, relevant legislation, policies and guidelines > Monitoring, reviewing and evaluating performance against standards of care, nursing and midwifery performance indicators and patient experience measures > In collaboration with the Chief Workforce Office, lead the change management processes relating to the development and implementation of new work roles and work practice change within nursing and midwifery linked to clinical services planning and contemporary models of care
Safety and People	<p>The EDONM is accountable for the development and implementation of workforce planning and reform within the nursing and midwifery workforce by:</p> <ul style="list-style-type: none"> > Fostering a culture of leadership, accountability, innovation, continuous improvement and respectful behaviour in nursing and midwifery across SALHN > In collaboration with the Chief Workforce Officer, lead the implementation of recruitment and retention strategies for nursing and midwifery staff including Aboriginal nurses and midwives and driving SALHN's reputation as an employer of choice for all nurses and midwives > Ensuring that a safe and healthy work environment, free from discrimination is provided for employees incorporating: <ul style="list-style-type: none"> o Compliance with SALHN human resource and Work Health Safety legislation and policies o Principles of Equal Opportunity and Ethical Conduct are a normal part of doing business o A culture of hazard identification across nursing and midwifery > Ensuring SALHN's nursing and midwifery education and training framework reflects contemporary practice and provides a skilled and professional workforce able to deliver SALHN's clinical services plan > Ensuring nurses and midwives are able to access an appropriate range of professional development programs and activities > Enhancing and maintaining SALHN's reputation as a teaching hospital through effective working relationships with universities and education providers > Working with research partners to strengthen and grow nursing and midwifery research at SALHN with a focus on clinical research and translation of research into practice linked to strategic priorities > Contributing to the development of flexible working environments > In collaboration with the Chief Workforce Officer, effectively managing industrial relationships with employees and their representative bodies. Providing leadership in relation to industrial matters and enterprise bargaining processes for nurses and midwives.
Cost	<ul style="list-style-type: none"> > Development of Network strategies, systems and processes to support efficient delivery of nursing and midwifery services > Accountable for management of EDONM operating budget > Tracking and reporting and influencing Nursing and Midwifery Workforce indicators, diagnostic review and analysis and remedial action as required where performance targets are not being met

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible to be registered as a Nurse and / or Midwife with the Nursing and Midwifery Board of Australia, you will hold a current practising certificate.
- > Post graduate qualification commensurate with the role.

Personal Abilities/Aptitudes/Skills

- > Proven leadership skills and an ability to articulate a vision and engage and unify the nursing community across a large complex health service such as SALHN. Ability to negotiate at senior levels of government and/or private sector
- > Ability to enhance organisational performance and accountability at all levels to meet agreed deliverables
- > Proven leadership ability to be influential with a matrix structure where a combination of direct and professional reporting relationships exist
- > Highly developed skills in communication, problem solving, conflict resolution and negotiation. Highly developed written communication skills specifically executive report and briefing documentation. Demonstrated ability to effectively liaise and collaborate with the general community and relevant organisations.
- > Demonstrated commitment to the education, development and well-being of staff and ability to build leadership capacity within a large complex health workforce
- > Proven ability to deploy professional development, infrastructure and resource and clinical practice improvement strategies
- > Ability to contribute to the achievement of strategic and operational objectives for the LHN, within the context of SA Health Reform agenda
- > Demonstrate ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner

Experience

- > Extensive experience at a senior management level in a large health care organisation
- > Proven experience in creating and managing change programs aimed at increasing the effectiveness and accountability of organisations and/or programs
- > Experience in successfully managing and leading complex projects through to implementation and evaluation
- > Experience in leading services of organisation through times of extensive change
- > Experience in achieving results and outcomes commensurate with this role
- > Experience in program evaluation and continuous improvement activities
- > Experience in policy, strategic planning and innovative program development at a senior level, preferably in a health related area

Knowledge

- > Knowledge of the Australian health system and emerging directions within health nationally and internationally
- > Understanding of the requirements of the Health Practitioner Regulation National Law (South Australia) Act 2010 and prevailing Enterprise Agreements
- > Comprehensive understanding of the ANMC Code of Professional Conduct for Nurses | Midwives in Australia (2003)
- > Sound understanding and commitment to legislative and contemporary management practice, including equal opportunity; anti-discrimination; work health and safety; and equity and social justice
- > Demonstrated knowledge of contemporary management and leadership theory and practice
- > Good knowledge and understanding of developments in industrial relations, including enterprise bargaining and how it relates to creating a sound management agenda for change
- > Sound knowledge of Quality Management principles and procedures

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)**Personal Abilities/Aptitudes/Skills**

- > Recent experience in application of information technology in the health care environment
- > Demonstrated ability to apply political and business acumen and to build and maintain strong collaborative relationships
- > Demonstrated ability to balance strategic and operational imperatives and to deal with a range of issues concurrently

Experience

- > Experience in facilitating health research and applying beneficial results to the area of practice
- > Extensive executive management experience in a health care organisation
- > Demonstrated ability to achieve and maintain sound employee relations

Knowledge

- > Knowledge and understanding of the various professional groups operating across the system
- > A knowledge of lean thinking and its application in the health care environment
- > Knowledge of clinical practice improvement methodology
- > Broad understanding of state and local political, legal and socio-economic environments and their impact upon the management of a hospital

Educational/Vocational Qualifications

- > Post graduate qualifications in nursing, health or business related discipline(s)

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

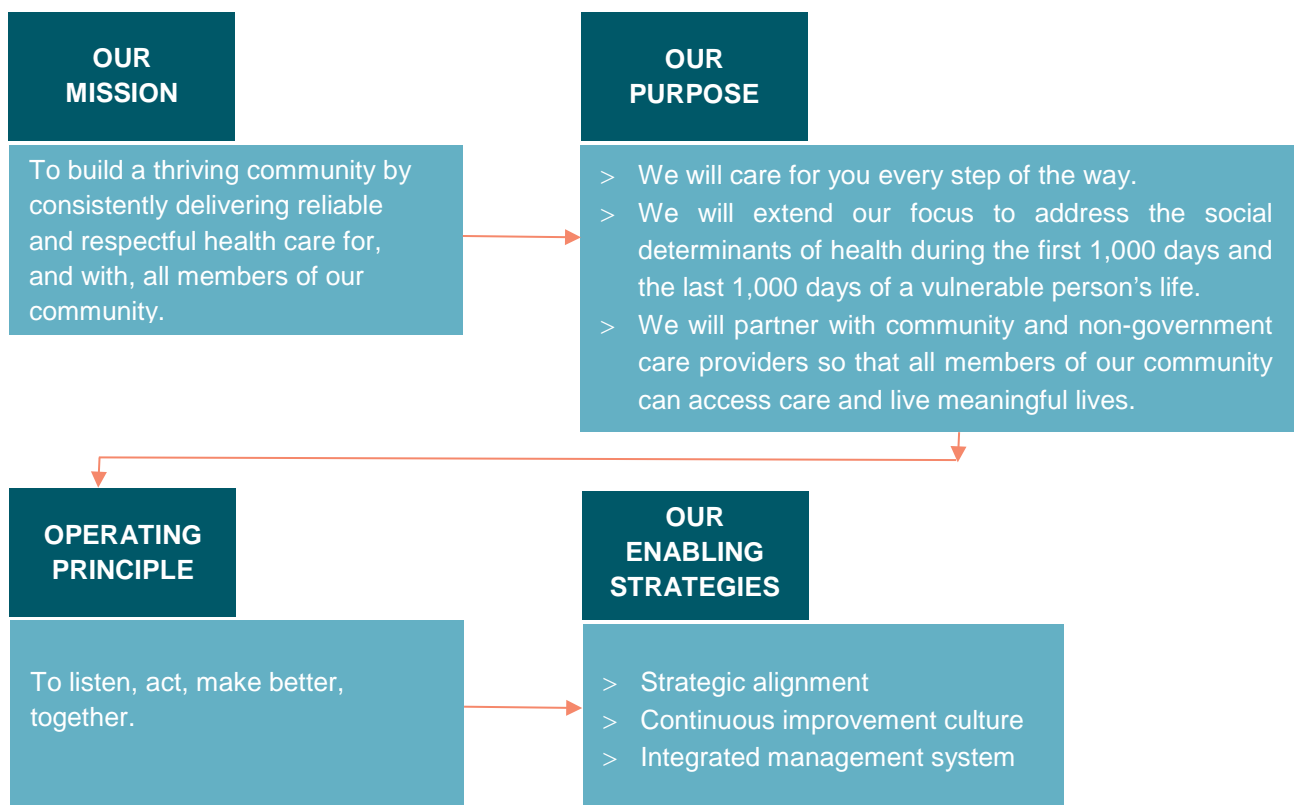
Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Executive Director in the Nursing and Midwifery Division and organisational context and the values of SA Health as described within this document.

Name

Signature

Date