

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Manager – Peacock Centre
<b>Position Number:</b>	526240d
<b>Classification:</b>	Allied Health Professional Level 5 Grade I
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing - Statewide Mental Health Services - Peacock Centre
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Director of Nursing – Mental Health Services South
<b>Effective Date:</b>	October 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Occupational Therapy Board of Australia; or</p> <p>Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or</p> <p>Registered with the Psychology Board of Australia.</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>Relevant qualifications in Mental Health</p> <p>Current Driver's Licence</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:

As part of an acute care multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services (MHS) National Mental Health Standards, Agency policy, legal requirements, and relevant professional competencies the Manager – Peacock Centre will:

- Provide leadership and direction in the establishment of the Peacock Centre and the strategic development and ongoing management of all component services.
- Embed a team culture and philosophy consistent with the Acute Treatment Unit (ATU) Safe Haven, Integrated Hub and Recovery Colleges Operational Service Models and all relevant associated documentation.
- Provide effective management of all allocated human, physical and financial resources.
- Develop and maintain appropriate and effective relationships with a broad range of internal and external stakeholders, consumer and carer groups and Community Sector Organisations to promote a quality and safe service.
- Lead and manage the co-ordination of overall patient care.
- As a member of the Mental Health Services South Group Management Committee, work effectively in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices across the Southern area.

## Duties:

1. Provide leadership and direction in the management of a large multidisciplinary team working across four (4) component services to ensure the provision of an integrated high quality, comprehensive, specialist community mental health service to the population of Southern Tasmania in accordance with the principles and goals specified in the Acute Treatment Unit, Safe Haven, Integrated Hub and Recovery College Operational Service Models and associated key documentation.
2. Provide leadership and change management to facilitate the implementation and ongoing operation of the combined service and optimise outcomes for service consumers and their families/carers.
3. Coordinate the effective management of the Peacock Centre and all component services including planning, organisation, preparation and analysis of budgets, resource allocation and staff appointments.
4. Ensure the overall site and each component service works as a cohesive unit within a family sensitive philosophy that is inclusive, understanding, and respectful of both the consumer and their families.
5. Ensure compliance with all clinical data collection requirements to both meet Mental Health Service's National Data Sets expectations and produce a Key Activity and Performance Indicators data set which accurately reflects the performance of the Peacock Centre and each component service and assists with overall service management and development.
6. As part of the Mental Health Services South Group Management Committee participate in the ongoing development, implementation and evaluation of mental health policy and strategic direction and ensure the active involvement in and consultation with all stakeholders including staff and customers.
7. Undertake a pro-active role in developing effective partnerships with a range of relevant internal and external stakeholders including consumer and carer groups, local government bodies, non-government organisations and primary health service providers.

8. 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 and the workforce development unit.
9. 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.
10. Undertake portfolio responsibilities as required.
11. Act as an Authorised Officer under the *Tasmanian Mental Health Act 2013*.
12. 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 and related training.
13. 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 Director of Nursing - Mental Health Services South will provide day to day management and overall direction and support with the occupant expected to work without supervision and to exercise considerable initiative and professional judgment with autonomy in matters relating to both the clinical and administrative management of the Peacock Centre. The occupant of this role receives professional support and guidance from the Director of Nursing as appropriate, and is responsible to the Group Director – Mental Health Services South for the management of assigned human, physical and financial resources. Responsibilities include:

- Accountable for the delivery of a quality comprehensive, integrated multidisciplinary community mental health site and linked component services in accordance with Agency policy, relevant Operational Service Models and related documents and key agency and national policy documents.
- Ensuring the clinical services are delivered within the legislative requirements including Work Health and Safety (WH&S), Privacy and Anti-Discrimination Act, Mental Health Act, Guardianship & Administration Act, Tasmanian Family Violence Act and Children, Young Persons and Their Families Act.
- Where applicable, exercising 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.
- Complying 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:

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 knowledge of contemporary evidence based mental health service provision and extensive post-graduate clinical service delivery experience in the context of a multidisciplinary mental health team.
2. Significant management experience in a community mental health setting and the capacity to provide leadership and vision to instil the principles and goals of Tasmanian Mental Health Reform Program and key documents specific to the Peacock Centre site.
3. An understanding of, and capacity to implement, change management processes and strategies to assist in the initial establishment and the ongoing development and operation of the Acute Treatment Unit, Safe Haven, Integrated Hub and Recovery College Operational Service Models and related documentation.
4. Demonstrated ability to manage human, financial and physical resources, and the ability to develop and implement strategies that monitor service quality, effectiveness and efficiency and are consistent with service standards and key performance indicators.
5. Highly developed interpersonal, communication, decision-making, conflict resolution and negotiation skills, together with the proven ability to deliver comprehensive oral and written reports.
6. Proven liaison and consultation experience and the ability to develop and maintain partnerships with a broad range of internal and external stakeholders to ensure the development and maintenance of an integrated recovery-focused mental health sector.
7. Demonstrated strategic, conceptual, analytical and creative skills together with the ability to provide high level advice, contribute to policy and planning processes and implement strategic service delivery initiatives.
8. Understanding of contemporary management principles including WH&S, workplace diversity, and ongoing quality improvement together with knowledge of the current statutory requirements and Agency procedures or the capacity to acquire such knowledge.

## 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](#).