DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Assistant Director of Nursing - Workforce Planning and Development |
| **Position Number:** | 526115 |
| **Classification:** | Registered Nurse Grade 8 Level 2 |
| **Award/Agreement:** | Nurses and Midwives (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing – Statewide Mental Health Services |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South |
| **Reports to:** | Manager - Service Development, Workforce and Operational Support |
| **Effective Date:** | August 2021 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse  *\*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.* |
| **Desirable Requirements:** | Relevant post graduate qualification.  Current Driver’s Licence.  Significant clinical experience in one or more of the following service areas:   * Mental Health Services * Forensic Mental Health Services * Alcohol and Drug Services * Correctional Primary Health Service |

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:

The Assistant Director of Nursing - Workforce Planning and Development reports operationally to the Manager - Service Development, Workforce and Operational Support and professionally to the Director of Nursing.

The Assistant Director of Nursing - Workforce Planning and Development will:

* Support the Statewide Mental Health Services (SMHS) Executive in leading, planning, developing and managing key strategic statewide projects and programs for a diverse range of health workforce policy initiatives.
* Be responsible and accountable for the senior leadership and operational management of the Statewide Workforce Planning and Development Unit.
* Build workforce capability through education and training frameworks in partnership with relevant stakeholders to improve the safety, quality and effective delivery of high-quality care for consumers of SMHS.
* Support, develop and deliver key workforce planning and development responsibilities and assist in the development of high-level professional advice for Ministers, The Deputy Secretary and the SMHS Executive.
* Provide high level advice on legislation and regulation to guide the development of strategic workforce policy and initiatives.

### Duties:

1. Provide senior leadership, strategic direction, and high-level professional advice in relation to statewide workforce development, and education and training across the State.
2. Develop capability through strategic frameworks that reflect strategic workforce policy direction and that will meet the current and future needs of SMHS.
3. Develop and maintain productive networks with providers, educational institutions and other stakeholders to influence the development of education programs to effectively support the system for the delivery of future care needs.
4. Research, analyse and develop best practice policy to support education, training and workforce policy.
5. Lead and undertake projects for the development of statewide education, training and workforce policy, and which supports and enhances recruitment and retention strategies.
6. Represent SMHS and the Workforce Planning and Development Unit through attendance at meetings internally and externally and develop collaborative linkages with key stakeholders.
7. Provide high level professional advice to support change management for strategic workforce initiatives.
8. Provide high quality reports to support the progress and management of strategic initiatives.
9. 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.
10. 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:

Broad management direction is provided by the Manager - Service Development, Workforce and Operational Support. The occupant is expected to operate with a significant degree of independence and autonomy, and is responsible for:

* Establishing and implementing key workforce development, education and training initiatives, providing expert advice and developing strategic frameworks for the SMHS workforce.
* Leading and undertaking projects for SMHS and the Workforce Planning and Development Unit to achieve key outputs.
* Building productive networks and linkages with internal and external stakeholders.
* 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated knowledge and experience in the development of health workforce policy and planning, education and training, with a sound understanding of national and international trends.
2. High-level experience in strategic, conceptual, analytical and creative skills and the ability to make sound judgements about the political, social and organisational environment impacting on the SMHS workforce.
3. Demonstrated leadership skills, and the ability to lead and work as part of a small team undertaking a number of projects with competing priorities in an environment of change.
4. Highly developed interpersonal skills, negotiation and conflict resolution skills; and demonstrated ability of high level written and oral communication skills.
5. Proven ability to develop and maintain productive professional networks with both internal and external stakeholders.
6. Demonstrated high level policy, research and project management skills and the ability to achieve key outputs within a set timeframe.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).