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SA Health Job Pack

Job Title	Advanced Divisional Director Midwifery and Nursing (Level 5.3)
Job Number	664964
Applications Closing Date	14/08/2018
Region / Division	SA Health – Women’s and Children’s Health Network
Health Service	Women’s and Babies
Location	North Adelaide
Classification	RN / M or RM Level 5.3
Job Status	Full time, Ongoing
Indicative Total Remuneration*	\$156,826

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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ 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 below.

Contact Details

Full name	Lisa Lynch
Phone number	8161 8257
Email address	lisa.lynch@sa.gov.au

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



ROLE DESCRIPTION

Role Title:	Advanced Divisional Director Midwifery and Nursing (Level 5.3)
Classification Code:	Registered Nurse and Midwife or Registered Midwife Level 5 – RN/M5.3
LHN/ HN/ SAAS/ DHA:	WCHN
Hospital/ Service/ Cluster	
Division:	Women's and Babies (WABS)
Department/Section / Unit/ Ward:	
Role reports to:	Chief Operating Officer (Line manager) Executive Director, Nursing and Midwifery (Professional)
Role Created/ Reviewed Date:	June 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Advanced Divisional Director Midwifery and Nursing uses their clinical knowledge and experience to provide strategic and operational leadership, governance and direction for midwifery and nursing services for the Women's and Babies Division. This role balances and integrates strategic and operational perspectives across the Division and builds a culture that supports person-centred care and consumer engagement

The Advanced Divisional Director Midwifery and Nursing (Women's and Babies Division) works in partnership with the Clinical Director (Women's and Babies Division). Employees at this level are accountable for standards of patient/client care, and the practice standards of nurses and midwives and multi-disciplinary team members within the scope of the role. They are responsible for leading the development and ensuring the effectiveness of systems to support, evaluate and consistently improve midwifery, nursing and multidisciplinary team practice and healthy work environments. They are accountable for the cost effective provision of health services within their span of employment. Employees at this level have a high degree of autonomy, independent judgement and decision making.

Direct Reports:

- > RN and /or M 3, 4 and RN Level 5.2
- > RN and /or M Levels 1 & 2, ENs (through RN and/or M Level 3 and 4)
- > ASO6 Business Manager
- > All other non-medical and non-midwifery and non-nursing staff on delegated to the Business Manager

Key Relationships/ Interactions:

Internal

- > Works collaboratively and in partnership with the Clinical Director, Women's and Babies Division;
- > Maintains close collaborative working relationships with all Level 5.3 Advanced Divisional Nursing Directors and Divisional Clinical/Medical Directors;
- > Accountable for the operational and professional line management of all Level 3, 4 and 5.2 registered nurses and/or midwives within the span of the position;

- > Professionally responsible for other senior midwifery and/or nursing positions within the organisation as designated and all registered nurses, midwives and enrolled nurses within the Women's and Babies Division on delegated to the L3, 4 and 5.2 RN and/or M's;
- > Maintains cooperative and productive working relationships with all members of the health care team.
- > Works collaboratively with the Aboriginal Health Division.

External

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.
- > Patients/parents/carers and families.
- > Works closely with the Universities within SA that provide education undergraduate and postgraduate for nurses and midwives

Challenges associated with Role:

- > Providing strategic and operational leadership for midwifery and nursing and other services within the scope of role.
- > Accountable for the service/s human, financial and material resources within scope of the role and promoting a culture of due diligence
- > Building a culture of quality and safety that is patient/client centred.
- > Leading innovation and change management to address emerging service and workforce needs within span of control.
- > May be required to manage or oversee an organisational portfolio or long term and/or significant project.

Delegations:

As per WCHN HR delegations – Level 3

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

*NB References to legislation, policies and procedures includes any superseding versions

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

- > *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.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012* (SA)
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act 2008* (SA), 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.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009* (SA) and Regulations
- > *Controlled Substances Act 1984* (SA) and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > SA Health/WCHN policies, procedures and standards.

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.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014 specific to the role.
- > 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 Criminal and Relevant History Screening Assessment clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening Assessment must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007* (Cth).
- > 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 Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Using clinical knowledge and experience to provide direction for nursing/midwifery - including models of care. > Build a culture which is patient/client centered and where consumer engagement is actively encouraged, implemented and evaluated. > Develop and evaluate strategies for effective patient flow.
Support of health service systems	<ul style="list-style-type: none"> > Provide corporate management of nursing and midwifery services for the Women's and Babies Division and with oversight of other services; > Provide professional nursing/midwifery advice and leadership to: Level 3 and 4 nurses and/or midwives, Nursing Director 5.2. If a midwife only must organise professional reporting for nursing staff > Lead, develop and guide the use of information systems to: inform decision making, manage practice and evaluate strategic policies; > Establishment, coordination and monitoring of effective financial management within a culture of due diligence; > Facilitate the cost centre managers to review variations to expected performance and implement strategies to meet performance standards and budget; > Establishing quality systems which ensure that there is a focus on improvement, innovation and clinical outcomes; > Implement the corporate administrative and risk management frameworks within frame of responsibility; > Ensuring the existence of risk management strategies by encouraging systematic identification, assessment and management of risks which impact clinical care; > Establishment, monitoring and review of divisional KPI's. > Contribute to and implement the corporate professional practice framework established by the Executive Director of Nursing/Midwifery; > Oversee human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, review and management of planned and unplanned leave, compliance with performance review and development and staff retention and renewal; > Lead the establishment of healthy work environments; > May be required to manage or oversee an organisational portfolio or long term and/or significant project.
Education	<ul style="list-style-type: none"> > Hold a contemporary professional practice portfolio containing professional development evidence commensurate with the level of autonomy, authority and influence expected of the role; > Lead the establishment of learning cultures across span of appointment
Research	<ul style="list-style-type: none"> > Integrate contemporary information and research evidence with personal knowledge and experience to support executive level decision making; > Provide high level advice to stakeholders and health services on the management of contemporary nursing and/or midwifery issues relating to research; > Critically appraise and synthesise the outcomes of relevant research
Professional Leadership	<ul style="list-style-type: none"> > Lead a nursing and midwifery and multi-disciplinary division with relevant professional leads; > Acts as a consultant to state/national programs; > Collaborate with health industry, community groups, professional bodies and private and public sector health providers at regional, state and national level; > Participating in the development of strategic directions and implementation of network wide strategies; > Provide strategic leadership for innovation, change process and

	<p>coordinated responses to emerging service and workforce needs within span of control.</p> <p>> Collaborate with, participate in, or lead in state and national programs related to maternity and neonatal care.</p>
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration as a Nurse and Midwife, or Midwife, with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- > Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- > Proven ability to perform effectively under pressure and prioritise workloads.
- > Demonstrated ability to manage a service including resource management.
- > Demonstrated flexibility, innovation and creativity which can be applied to the hospital and outreach settings, particularly in regards to the provision of midwifery and nursing services.

Experience

- > Registered Nurse and Midwife or Registered Midwife with at least 5 years post registration experience.
- > Experience as a leader or manager in the health care industry.
- > Experience in managing and leading complex projects
- > Experience in leading services or organisations through times of extensive change
- > Experience in applying contemporary management processes and practices in a health care setting
- > Experience in leading quality improvement initiatives in health care settings
- > Experience in managing large numbers of staff from various multidisciplinary backgrounds.

Knowledge

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Quality Improvement Systems as applied to a hospital setting.
- > An understanding of working within a project management framework.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post graduate studies in midwifery and/or nursing, health services management, health administration or human services relevant to the area of practice.

Personal Abilities/Aptitudes/Skills:

- > Skills in using computers and software relevant to the area of practice.
- > Ability to contribute to the achievement of best practice by facilitating the development and application of relevant research findings
- > Ability to analyse complex data.

Experience

- > Experience in facilitating health research and applying beneficial results to the area of practice.

Knowledge

- > Knowledge of the South Australian Public Health System.

Organisational Context

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

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

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

Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages , within its identified resources, health services for children, young people and women, including:

- > Specialist hospital services
- > Primary health care and population health programs
- > Integrated community care service
- > Services to address the health and wellbeing of particular populations, including Aboriginal Health programs
- > Education and training programs
- > Research

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

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:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: