

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Director of Women's and Children's Services
<b>Position Number:</b>	525637
<b>Classification:</b>	Specialist Medical Practitioner Level I-I I
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Executive Director of Operations and Performance
<b>Effective Date:</b>	March 2024
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty</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>

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 overall direction of the Department of Women's and Children's Services with responsibility for providing effective clinical, financial, teaching and research services.

Effective provision of evidence based, efficient inpatient and outpatient clinical care to patients of the Launceston General Hospital (LGH).

## Duties:

1. Provide clinical leadership, incorporating principles of best practice to ensure the provision of highest standard of care for patients and meet the agreed goals and targets.
2. Represent the Department of Women's and Children's Services within the relevant management forums of the Launceston General Hospitals, Hospitals North and Department of Health (DoH).
3. Ensures that the relevant Work Health & Safety practices and standards are implemented and maintained.
4. Ensures the development, implementation and maintenance of performance management systems which support the ongoing development of individual and team performance and skills for medical, nursing and administrative staff.
5. Ensures a system of continuous quality improvement that systematically evaluates and identifies opportunities for improvement and plans to implement strategies to meet patient needs and national and organisational KPIs.
6. Manage the human, material and financial resources for medical, nursing and administrative staff of the Department of Women's and Children's Services.
7. 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, safeguarding practices for vulnerable people, and related training.
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.

## Key Accountabilities and Responsibilities:

The Director of Women's and Children's Services:

- Has delegated authority to manage the Department of Women's and Children's Services in accordance with DoH policy, protocol, Acts, Regulations, Awards, administrative authorities and functional arrangements.
- In managing the Department of Women's and Children's Services, will have due regard for the professional expertise and special knowledge of clinical staff members of the Department and will extend to them professional autonomy in so far as that is consistent with the effective management of the Department.
- Will hold overall responsibility for junior medical staff and medical students attached to the Department of Women's and Children's Services, to ensure active training in the Department of Women's and Children's Services including medical ethics and behaviour.
- Will be required to work under the broad operational direction of the Executive Director of Operations and Performance and the professional direction of the Executive Director of Medical Services.
- Is responsible for providing appropriate specialist / clinical care.
- Champions a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- Where applicable, exercises 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.
- Complies 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 high level strategic, conceptual, analytical and creative skills, with the ability to understand the political, social and organisational environment impacting on the DoH.
2. Highly developed communication, collaboration, negotiation and conflict resolution skills, consultation and interpersonal skills with the ability to liaise with external and internal organisations.
3. Ability to work collaboratively as part of a management team including the ability to be adaptable and flexible in a complex environment, and the ability to accept and act on professional advice.
4. Demonstrated ability to lead, work effectively and collaboratively in a multidisciplinary team.
5. Demonstrated participation in professional development, peer review, evaluation and quality improvement activities and risk management.
6. Demonstrated extensive and recent experience and high degree of professional judgement in the assessment and management of patients in Women's and Children's Services, including paediatrics and obstetrics and gynaecology.
7. Demonstrated knowledge and experience in coordinating the provision of the Women's and Children's Services Department education and research.
8. Knowledge and understanding of contemporary human resources management principles, financial planning and budgeting skills including Employment Equity, occupational health and safety principles.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#)