

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Chief Executive - Ambulance Tasmania
Position Number:	518400
Classification:	Senior Executive Level 3
Award/Agreement:	Senior Executive Service
Group/Section:	Community, Mental Health and Wellbeing - Ambulance Tasmania
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Deputy Secretary Community, Mental Health and Wellbeing
Effective Date:	January 2021
Essential Requirements:	Current Registration to Work with Vulnerable People

**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:	Current Driver's Licence Satisfactory completion of an appropriate course of study from a recognised tertiary institution, such as management or emergency management
Position Features:	Appointment to this role is fixed-term

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 the Chief Executive of Ambulance Tasmania (AT), and appointed delegate of the Secretary in their capacity as Commissioner of Ambulance Services, under the *Ambulance Service Act 1982*:

- Develop and implement the vision and goals that ensure the minimisation of the social and economic impact of medical and other emergencies on the Tasmanian community, the effective administration of the *Ambulance Services Act 1982*, and the provision of effective strategic advice to Government.
- Responsible for the coordination and ongoing development of sustainable medical and other transport arrangements to maximise patient safety, access to services and health outcomes, to minimise areas of risk to government and to ensure the sustainability of health service delivery.
- Lead reform within ambulance services in the state and represent the interests of Tasmania at both a national and international level through the Council of Ambulance Authorities and other entities as required.

Duties:

1. Identify emerging strategic issues relating to the provision of ambulance services and other emergencies that may impact on Tasmania. Provide strategic policy advice to the Health Executive and through the Commissioner for Ambulance to the Minister for Health as the peak level expert on ambulance management and ambulance services in Tasmania and develop and implement strategies to give effect to new policy frameworks and initiatives.
2. Fulfil the statutory roles and functions required by the *Ambulance Service Act 1982* as appointed delegate holding the powers and functions of Commissioner of Ambulance Services under that Act, other than Section 37.
3. Ensure compliance with all regulatory and statutory obligations of AT.
4. Ensure continuing accreditation with appropriate programs.
5. Ensure compliance with the policies, procedures and ethical standards required by the Department and the Government.
6. Provide leadership, sound corporate governance, and executive management to AT, including responsibility for financial, physical and people resources available to AT.
7. Exercise strategic command during the management of major emergencies and incidents.
8. Develop effective working relationships with Heads of Services across the public sector and senior managers in other government and non-government organisations to enable the development of cooperative working arrangements in community, business, and operational activities.
9. Represent AT across state, national, international, and professional levels on a wide range of high level committees, conferences and in media interviews.
10. Promote AT in the public arena by maintaining effective relationships within other Agencies, emergency services, the healthcare professions, the media, and the wider community.
11. Maintain and enhance customer service, quality, and safety programs across all aspects of AT.
12. Lead and promote the development and maintenance of a safe and effective workplace based on fairness and equity in accordance with State Service Principles.

13. As a member of the Health Executive, contribute to the strategic and executive management of the Department.
14. 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:

Details of delegations to this position are provided to the occupant and must be exercised in accordance with any specified limitations.

Independent judgment is critical to ambulance services, and the Agency, and is a feature of the position.

- Direction/Supervision Received:
 - Pursuant to Section 9 of the *Ambulance Services Act 1982* places the Commissioner subject to control of the Minister. The Secretary, as Commissioner, may communicate Ministerial directions to the Chief Executive - AT, as the delegate of the Commissioner.
 - The Chief Executive - AT is subject to the direction of the Commissioner in relation to the Statutory functions of the role and is responsible to the Deputy Secretary Community, Mental Health and Wellbeing in relation to the management functions of the role.
 - The incumbent will be required to enter a negotiated performance agreement with the Deputy Secretary.
- As delegate of the Commissioner of Ambulance Services, the Chief Executive - AT is directly responsible and accountable to the Commissioner and Health Executive for:
 - The effective administration of the *Ambulance Service Act 1982*.
 - The achievement of the AT Business Plan.
 - Commitment of funds and approval of payments for goods and services in accordance with delegated limits.
 - Working independently and with autonomy in achieving agreed service outcomes.
 - Ensuring all work is undertaken according to safe working practices and maintains a safe and healthy working environment in accordance with the stated Work Health and Safety responsibilities for this position.
- 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.
- Actively participates in and contributes 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.

- 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.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category A position.

Selection Criteria:

In the context of the position objective/key result areas, and the requirement for high level leadership and management expertise, please address the following capabilities:

1. Shapes Strategic Thinking

Demonstrated capability to inspire a sense of purpose and direction; show judgement, intelligence, and common sense; provide high-level analysis and development of long-term strategic policy advice; and identify emerging issues and advise on how to address them from a holistic perspective.

2. Achieves Results

Demonstrated capability to build organisational capability and responsiveness; harness professional expertise; steer and implement change and deal with uncertainty; and ensure closure and deliver on intended results.

3. Cultivates Productive Working Relationships

Demonstrated capability to nurture internal and external relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.

4. Exemplifies Personal Drive and Integrity

Demonstrated capability to exemplify values of Ambulance Tasmania; demonstrate professionalism and probity; engage with risk and show personal courage; commit to action; display resilience; and demonstrate self-awareness and a commitment to personal development.

5. Communicates with Influence

Demonstrated capability to communicate clearly; listen, understand, and adapt to audience; and to negotiate persuasively.

6. Professional Expertise

Demonstrated high level knowledge of and proven abilities in contemporary health management, including the management of a first response service such as Ambulance Tasmania.

Demonstrated high level knowledge of, and proven abilities in, contemporary emergency management.

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](#).