DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:** | Nursing Director - Tasmanian Eating Disorder Service |
| **Position Number:** | 526616d |
| **Classification:** | Registered Nurse Grade 8 Level 2 |
| **Award/Agreement:** | Nurses and Midwives (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing – Mental Health Alcohol and Drug Directorate |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South, North, North West |
| **Reports to:** | General Manager - Mental Health, Alcohol and Drug Directorate |
| **Effective Date:** | January 2022 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Current Tasmanian Working with Children Registration.  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 postgraduate qualifications and/or experience in clinical practice management, health service management and/or leadership, particularly in the area of eating disorders  Relevant experience in treatment of eating disorders |
| **Position Features:** | Regular intra and interstate travel |

Note: 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:

Provide leadership and high‑level advice as a member of the Tasmanian Eating Disorder Service (TEDS) Executive, in the development, delivery, leadership and ongoing management of a specialist eating disorder service, in accordance with evidence‑based best practice, legal requirements, Agency policy, relevant professional competencies and a positive organisational culture, including ongoing management of relevant resources, including human and financial resources.

Operationalise the high‑level TEDS Operational Service Model (OSM), including development of a detailed service design, staffing model, clinical protocols, providing advice to inform and support all Infrastructure efforts for TEDS sites, and other bodies of work as relevant, and the development of implementation plans to achieve deliverables. This will require strong relationship building skills with stakeholders within the broader Tasmanian health system – public, private and primary care.

### Duties:

1. Develop the initial detailed service design for the Tasmanian Eating Disorder Service, including staffing model, clinical protocols and program timetabling, and lead the operationalisation of the high‑level service model. This will require partnership and collaboration with intersecting SMHS and THS services, expert advisory bodies such as the National Eating Disorders Collaboration and the Australian and New Zealand Academy of Eating Disorders, people with lived experience, and primary care and private providers.
2. Lead the ongoing strategic planning, development and implementation of the TEDS, including policies and procedures relating to quality and safety, clinical governance, stepped care and service transition, management of budgets and service control, and maintenance of appropriate records.
3. Be actively involved in the recruitment, training and management of service staff, including selection, education and orientation processes specific to the statewide service, and each of the three service sites as relevant.
4. Develop and maintain processes and resources to support ongoing consultation liaison, advisory, and education and training for health services staff, and staff in other relevant sectors, to build the capacity of the entire Tasmanian service system to provide care and support to people with eating disorders.
5. Provide high‑level advice on policy, service and system management to the Statewide Mental Health Services Executive, and other senior Department of Health management as relevant
6. Coordinate the development of correspondence, briefing notes and submissions relating to the delivery of eating disorder treatment services. This will include responding to complaints, ministerial queries and Tasmanian or Commonwealth government reporting requirements as relevant.
7. 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 Nursing Director - Tasmanian Eating Disorder Service is responsible for:

* Providing operational and professional leadership and strategic direction in the management of the TEDS, including the effective management of human, financial and physical resources. This may include clinical supervision for relevant professional disciplines, or the facilitation of this clinical supervision.
* Building and maintaining strong relationships with intersecting services, to ensure integration between services providing treatment to people with eating disorders or disordered eating, enabling effective stepped care, and to seek input into the detailed service design.
* Developing effective links with senior staff throughout the Agency, interstate health organisations and other key external stakeholders, including professional bodies, educational institutions, the private sector and other government departments, to facilitate evidence‑based practice, workforce development, research opportunities and ongoing professional development for service staff.
* Ensuring the ongoing inclusion of lived experience in the service at a variety of levels, such as involvement of the service client and their supportive others in individual care planning, and inclusion of lived experience at a service and system level when designing, developing and updating protocols, training and documentation for the service and for the broader Tasmanian health system.
* Providing ongoing contribution to strategy and systems planning to identify and operationalise opportunities for potential improvements in direct service delivery, preventative approaches, sector capacity building and workforce development.
* Actively participating in, and contributing 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.
* 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 advanced knowledge, skills and experience in relation to mental health care services, particularly in the area of eating disorders, including clinical governance, clinical risk management, evidence‑based practice, clinical standards, ethics, and a commitment to ongoing professional development.
2. Demonstrated ability to analyse information and provide reports and recommendations using sound strategic and clinical judgement.
3. Strong leadership and communication skills, including experience in successfully managing multidisciplinary teams of health care staff, and a demonstrated ability to inspire and support a positive organisational culture.
4. Demonstrated ability to build strong professional relationships to ensure effective service integration, effective referral pathway development and refinement, and shared case management to improve outcomes for service clients.
5. Demonstrated experience in project, service or change management, particularly in a health care setting, including service design, development and improvement, and the ability to produce, review and update a variety of written material to diverse audiences to a high level, including clinical protocols, guidelines, fact sheets and other operational documentation, or the ability to supervise staff to do so.
6. Commitment to the engagement and inclusion of consumers, family members and friends at all levels of organisational process, from policy development to individual care planning.

### 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).