

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
Position Title	Nurse Manager Single Point of Contact (SPoC)
Award	Public Health System Nurses & Midwives (State) Award
Position Classification	Proposed Nurse Manager Grade 3 (Subject to grading)
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">Vaccination Risk Category</a>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
Primary Purpose of role	The Nurse Manager SPoC provides leadership and operational management to community, General Practitioners (GPs) and other healthcare providers with a quick and easy way of referring patients to the most appropriate health service and level of care to enable safe, effective quality client care and improved experiences.

## Key Accountabilities

1. Actively promote, support and embed a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for staff that supports learning and meets Nursing and Midwifery Board of Australia professional standards of practice ensuring they understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
2. Manage and direct client care across community nursing services while maintaining collaborative working relations with clinicians and other managers to deliver efficient and effective coordination of clients and staff ensuring safe, appropriate staffing levels and skill mix to meet care needs, achieve improved client safety, experience and quality outcomes.
3. Implement succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the nursing workforce to meet the needs of clients by maintaining a suitability qualified, sustainable workforce.
4. Manage efficiently, the financial and physical resources of the designated services to achieve financial targets and budgets and report on actions/results taken/achieved to reduce any variations whilst ensuring high quality priority services within the resource allocation.
5. In collaboration with Local, Network, District Managers and Clinical Leaders contribute to the development and implementation of local clinical service planning and sustainable models of care, drive and coordinate organisational change required to implement and ensure sustainability.

# Position Description



6. Establish and foster relationships to grow links with acute service, other primary and community based services focusing on reducing readmissions, support community's to lead healthy lives and encourage self-management at home through successful transfer of care planning and coordination.

## Key Challenges

1. Recruitment and retention of staff requiring a diverse range of clinical skills in a rural setting with a small resource and support base.
2. Balancing clinical and resource decision making within finite resources such as matching patient demands to staffing resources and clinical skills.
3. Implementing new and emerging models of care and initiatives that facilitates sustainability with a high level of commitment from staff.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b>		
1	Manager	Receive direction, escalate issues and share information.
2	Team	Convene and participate in meetings, share information and provide advice on issues.
3	Stakeholders	Manage relationships and work collaboratively with other teams across the Services/facilities.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Clients, consumers	Provide information, investigate, action and respond to feedback.
2	Service providers and external Stakeholders	Ensure service runs efficiently & represent the service at district and local level both inside and outside the organisation.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Postgraduate qualification in health service management or associated fields or equivalent work experience, or a combination of study and work experience.
3. Demonstrated advanced communication and negotiation skills together with senior management abilities in change management, conflict resolution, mediation and negotiation with the capacity to influence local communities, health professionals, health interest groups and staff.
4. Demonstrated capacity to manage frontline clinical services linking primary and community health services with knowledge of the principles of primary health care and proven skills to implement quality improvement strategies, policies, guidelines and evidenced based practice.

# Position Description



5. Evidence of a successful record in meeting budgets, the ability to develop financial efficiency strategies with skills to successfully meet staffing and activity targets.
6. Demonstrated commitment to ongoing professional development and the capacity to apply knowledge and skills to developing innovative improvement strategies to health service.
7. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

DRAFT

# Position Description

## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Nurse Unit Manager of CCIS and Patient Flow Unit
<b>Award</b>	Public Health System Nurses & Midwives (State) Award
<b>Position Classification</b>	Proposed Nurse Unit Manager Level 2 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	Responsible for the coordination and daily management of the Southern NSW Local Health District (SNSWLHD) Community Central Intake Service and Patient Flow Unit in accordance with relevant policy and guidelines including providing clinical oversight of this service to ensure services meet requirements. Provides staff leadership and direction within a multidisciplinary healthcare team to achieve people focused quality care.

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Manage and coordinate the Community Health Central Intake Service (CHCIS) by effectively managing operational issues to ensure continuous performance based on effective service delivery and improvement.
2. Coordinates the daily operations relating to SNSWLHD patient transport service, not limited to but including clinical oversight that supports safe quality patient care during transport.
3. Provide leadership, direction and supervision for staff that supports learning and meets Nursing and Midwifery Board of Australia professional standards of practice ensuring they understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
4. Adopt the principles of the nursing and midwifery delegation and supervision framework when supporting staff within the work place to deliver safe competent care.
5. Manage the workforce functions by creating and maintaining staffing arrangements that are in compliance with awards and are coordinated effectively to ensure safe staffing levels and skillmix are available to meet individual care needs.
6. Develop and maintain lines of communication with the multidisciplinary health care teams, staff, individuals, their families and visitors to ensure that effective and collaborative communications support the delivery of coordinated person-centred quality care.

# Position Description

7. Manage the financial and physical resources efficiently to achieve activity and financial targets.

## Key Challenges *(max of 3 key challenges)*

1. Balancing clinical and resource decision making to ensure individualised person-centered care delivery in the face of changing priorities and community expectations.
2. Matching service demands & staffing resources to ensure skilled staff are available to deliver safe care.
3. Meeting benchmarks and key performance indicators.

## Key Relationships

<b>Who?</b>		<b>Why?</b>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Manager/Supervisor	Seek advice and/or report on operational management issues to ensure management is informed. Seek professional leadership and support to ensure development of own professional skills.
2	Medical Staff	Seek advice and clinical leadership on complex clinical cases. Advice/consultation on medical management and follow up to ensure safe, timely clinical care is provided.
3	Work team (multi-disciplinary and support services)	Lead and direct clinical care and practices to meet clinical and operational needs and achieve a seamless and safe delivery of care.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Individual/s, their families, carers and other relevant parties	Provide advice/information about management care plan communicate clearly to enable informed decision making about care.
2	External healthcare providers/ organisations	Collaboration , reporting, consultation, and advice on clinical practice and initiatives in relation to patient intake and transport.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Current registration as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

3. Relevant tertiary qualifications in the field or equivalent work experience, or a combination of study and work experience.

# Position Description

4. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict.
5. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures.
6. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes.
7. Demonstrated capacity to manage and coordinate clinical services with proven ability to allocate and monitor resources to meet service and financial performance targets.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

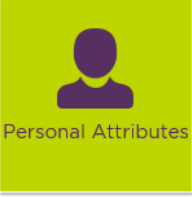



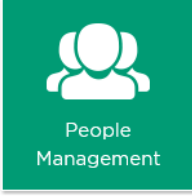

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Nurse Manager Hospital in the Home and Virtually enhanced Community Care
<b>Award</b>	Public Health System Nurses & Midwives (State) Award
<b>Position Classification</b>	Proposed Nurse Unit Manager Level 2 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><a href="#">Vaccination Risk Category</a></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	Nurse Manager Hospital in the Home (HITH) and Virtually enhanced Community Care (VeCC) is responsible for service delivery to ensure optimal patient care, staff safety and efficient utilisation of resources within HITH and VECC.  The position will provide leadership and direction in the implementation of VeCC into HITH business functions across all site within Southern NSW Local Health District.

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Provide leadership, direction and supervision for staff that supports learning and meets Nursing and Midwifery Board of Australia professional standards of practice ensuring they understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
2. Adopt the principles of the nursing and midwifery delegation and supervision framework when supporting staff within the work place to deliver safe competent care.
3. Manage the workforce functions by creating and maintaining staffing arrangements that are in compliance with awards and are coordinated effectively to ensure safe staffing levels and skillmix are available to meet individual care needs.
4. Develop and maintain lines of communication with the multidisciplinary health care teams, staff, individuals, their families and visitors to ensure that effective and collaborative communications support the delivery of coordinated person-centred quality care.
5. Manage the financial and physical resources efficiently to achieve activity and financial targets.



# Position Description

## Key Challenges *(max of 3 key challenges)*

1. Balancing clinical and resource decision making to ensure individualised person-centered care delivery in the face of changing priorities and community expectations.
2. Matching service demands & staffing resources to ensure skilled staff are available to deliver safe care.

## Key Relationships

Who?		Why?
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Manager/Supervisor	Seek advice and/or report on operational management issues to ensure management is informed. Seek professional leadership and support to ensure development of own professional skills.
2	Medical Staff	Seek advice and clinical leadership on complex clinical cases. Advice/consultation on medical management and follow up to ensure safe, timely clinical care is provided.
3	Work team (multi-disciplinary and support services)	Lead and direct clinical care and practices to meet clinical and operational needs and achieve a seamless and safe delivery of care.

## Does this role routinely interact with external Stakeholders?

Yes *(max of 2 external stakeholders)*       No

1	Individual/s, their families, carers and other relevant parties	Provide advice/information about management care plan communicate clearly to enable informed decision making about care.
2	External healthcare providers/ organisations	Collaboration about diagnostic testing or support requirements for ongoing care after discharge.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Current registration as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

3. Relevant tertiary qualifications in the field or equivalent work experience, or a combination of study and work experience.
4. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict.
5. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures.

# Position Description

6. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes.
7. Demonstrated capacity to manage and coordinate clinical services with proven ability to allocate and monitor resources to meet service and financial performance targets.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

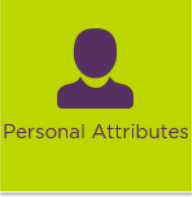



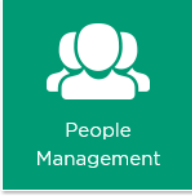

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

### Role Details

<b>Position Title</b>	Manager Community Allied Health
<b>Award</b>	Health Managers (State) Award
<b>Position Classification</b>	Proposed Health Manager Level 4 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input type="checkbox"/> Category A <input checked="" type="checkbox"/> Category B
<b>Primary Purpose of role</b>	Provide strategic advice, direction and support for Community and Allied health Services across the SNSWLHD.

### Key Accountabilities

1. Provide direction and leadership for Community and Allied Health Services across SNSWLHD, in particular in relation to strategy, policy formulation, standardisation of practices, education, reporting and legislative requirements.
2. Direct operational management, coordination, service development and performance of the Community and Allied Health service.
3. Manage service strategies that are safe and effective which result in the delivery of services that best meet the needs of the community within available resources.
4. Apply innovative and solution driven approaches in achieving performance and activity targets and budgets. Ensure the delivery of safe and effective patient services and take appropriate action where indicated.
5. Lead the development of an integrated district wide policy (including implementing National, State and LHD policy) for Community and Allied Health Services as appropriate and support the implementation and evaluation of the policy across the LHD.
6. Implement and monitor change management processes to ensure appropriate timely service delivery and models of care utilising clinical redesign processes.
7. Work closely with the relevant district program managers, facility managers, NGOs, Primary Health Network and other key stakeholders in planning Community and Allied Health services that meet the needs of the local community.
8. Create a workplace environment that encourages collaboration within and across healthcare teams to optimise outcomes for consumers.

### Key Challenges

# Position Description

1. Ensuring patients/clients experience a seamless transition in service delivery, given the current change agenda.
2. Maintaining personal resilience and commitment to service delivery given the continuously changing political and operational environment.
3. Maintaining performance levels across a diverse range of clinical services given the limited availability of additional financial and other resources.

## Key Relationships

	<i>Who?</i>	<i>Why?</i>
<b>Internal Relationships</b>		
1	District Director Integrated Care	Provide assurance and advice, escalate issues, keep informed, advise and receive direction and oversight.
2	Direct Reports	Clarify direction; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3	Community & Integrated Care Network Managers, SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
<b>Does this role routinely interact with external Stakeholders?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Relevant tertiary qualifications in health, management, community service or other relevant fields, and/or a significant level of program management experience in health or community service sector.
2. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria

1. Relevant tertiary qualifications in health, management, community service or other relevant fields, and/or a significant level of program management experience in health or community service sector.
2. Demonstrated high level leadership, communication and negotiation skills and experience in developing partnerships and working successfully with a range of stakeholders (internal and external). Demonstrated knowledge and experience in contemporary Acute Health Care and Primary Community Health Care including relevant State and National policy directions.
3. Demonstrated ability in motivating and managing change, including skills in the implementation of recommendations from service reviews, audits or evaluations.
4. Demonstrated knowledge of and experience with quality improvement principles and practices, and knowledge and experience with accreditation processes.

# Position Description

5. Ability to apply superior planning skills to coordinating and implementing long term strategic and business plans and major projects.
6. Demonstrated ability to proactively identify and analyse potential problems at an organisational level and implement solutions, including through delegation.
7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

DRAFT

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
Position Title	Nurse Manager Community Health
Award	Public Health System Nurses & Midwives (State) Award
Position Classification	Proposed Nurse Manager Grade 3 (Subject to grading)
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">Vaccination Risk Category</a>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
Primary Purpose of role	The Nurse Manager Community Nursing Services managers and coordinates client care and nursing services for the network and is a key influencer in moving the nursing services towards integrated and contemporary models of community based health care. The position provides leadership and operational management across a number of community based nursing clinical specialities and services providing direction for clinical practice and standards to enable safe, effective quality client care and improved experiences.

Key Accountabilities
<ol style="list-style-type: none"> <li>1. Actively promote, support and embed a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for staff that supports learning and meets Nursing and Midwifery Board of Australia professional standards of practice ensuring they understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.</li> <li>2. Manage and direct client care across community nursing services while maintaining collaborative working relations with clinicians and other managers to deliver efficient and effective coordination of clients and staff ensuring safe, appropriate staffing levels and skill mix to meet care needs, achieve improved client safety, experience and quality outcomes.</li> <li>3. Implement succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the nursing workforce to meet the needs of clients by maintaining a suitability qualified, sustainable workforce.</li> <li>4. Manage efficiently, the financial and physical resources of the designated services to achieve financial targets and budgets and report on actions/results taken/achieved to reduce any variations whilst ensuring high quality priority services within the resource allocation.</li> </ol>

# Position Description

5. In collaboration with Local, Network, District Managers and Clinical Leaders contribute to the development and implementation of local clinical service planning and sustainable models of care, drive and coordinate organisational change required to implement and ensure sustainability.
6. Establish and foster relationships to grow links with acute service, other primary and community based services focusing on reducing readmissions, support community's to lead healthy lives and encourage self-management at home through successful transfer of care planning and coordination.

## Key Challenges

1. Recruitment and retention of staff requiring a diverse range of clinical skills in a rural setting with a small resource and support base.
2. Balancing clinical and resource decision making within finite resources such as matching patient demands to staffing resources and clinical skills.
3. Implementing new and emerging models of care and initiatives that facilitates sustainability with a high level of commitment from staff.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b>		
1	Manager	Receive direction, escalate issues and share information.
2	Team	Convene and participate in meetings, share information and provide advice on issues.
3	Stakeholders	Manage relationships and work collaboratively with other teams across the Services/facilities.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Clients, consumers	Provide information, investigate, action and respond to feedback.
2	Service providers and external Stakeholders	Ensure service runs efficiently & represent the service at district and local level both inside and outside the organisation.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Postgraduate qualification in health service management or associated fields or equivalent work experience, or a combination of study and work experience.
3. Demonstrated advanced communication and negotiation skills together with senior management abilities in change management, conflict resolution, mediation and negotiation with the capacity to influence local communities, health professionals, health interest groups and staff.



# Position Description



4. Demonstrated capacity to manage frontline clinical services linking primary and community health services with knowledge of the principles of primary health care and proven skills to implement quality improvement strategies, policies, guidelines and evidenced based practice.
5. Evidence of a successful record in meeting budgets, the ability to develop financial efficiency strategies with skills to successfully meet staffing and activity targets.
6. Demonstrated commitment to ongoing professional development and the capacity to apply knowledge and skills to developing innovative improvement strategies to health service.
7. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

DRAFT

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Community Health Nurse Unit Manager
<b>Award</b>	Public Health System Nurses & Midwives (State) Award
<b>Position Classification</b>	Proposed Nurse Unit Manager Level 2 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><a href="#">Vaccination Risk Category</a></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	The NUM Community Health manages and coordinates client care and nursing services, within a Primary Health Care Framework, and is a key influencer in moving Southern NSW Local Health District to integrated and contemporary models of community based health care. The position provides leadership and operational management of a number of community based multidisciplinary clinical streams as well as the leadership and direction for the nursing workforce clinical practice and professional standards to enable safe, effective quality client care and improved experiences.

Key Accountabilities
<ol style="list-style-type: none"> <li>1. Provide leadership, direction and supervision for staff that supports learning and meets Nursing and Midwifery Board of Australia professional standards of practice ensuring they understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.</li> <li>2. Manage and direct client care across community nursing services while maintaining collaborative working relations with clinicians and other managers to deliver efficient and effective coordination of clients and staff ensuring safe, appropriate staffing levels and skill mix to meet care needs, achieve improved client safety, experience and quality outcomes.</li> <li>3. Implement succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the nursing workforce to meet the needs of clients by maintaining a suitability qualified, sustainable workforce.</li> <li>4. Manage efficiently, the financial and physical resources of the designated services to achieve financial targets and budgets and report on actions/results taken/achieved to reduce any variations.</li> <li>5. <b>In collaboration with the Nurse Manager, Cluster General Manager and LHD Executive contribute to the development and implementation of local clinical service planning and sustainable models of</b></li> </ol>

# Position Description

care. Manage the process of organisational change required to implement new models at local level.

6. Establish and foster relationships to grow links with acute services, other primary and community based services focusing on reducing readmissions, support community's to lead healthy lives and encourage self-management at home through successful transfer of care planning and coordination.

## Key Challenges

1. Recruitment and retention of staff requiring a diverse range of clinical skills in a rural setting with a small resource and support base.
2. Balancing clinical and resource decision making within finite resources such as matching patient demands to staffing resources and clinical skills.
3. Implementing new and emerging models of care and initiatives that facilitates sustainability with a high level of commitment from staff.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b>		
1	Manager	Receive direction, escalate issues and share information.
2	Team	Convene and participate in meetings, share information and provide advice on issues.
3	Stakeholders	Manage relationships and work collaboratively with other teams across the Services/facilities.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Clients, consumers	Provide information, investigate, action and respond to feedback.
2	Service providers and external Stakeholders	Ensure service runs efficiently & represent the service at district and local level both inside and outside the organisation.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Postgraduate qualification in health service management or associated fields or equivalent work experience, or a combination of study and work experience.
3. Demonstrated management and leadership skills including change management, conflict resolution, motivational and team development skills together with the ability to apply problem-solving strategies.

# Position Description

4. Demonstrated capacity to manage frontline clinical services linking primary and community health services with knowledge of the principles of primary health care and proven skills to implement quality improvement strategies, policies, guidelines and evidenced based practice.
5. Demonstrated ability to communicate and negotiate effectively with the capacity to manage human resources issues together with skills to successfully meet budget, staffing and activity targets.
6. Demonstrated commitment to ongoing professional development and the capacity to apply knowledge and skills to developing innovative improvement strategies to health service.
7. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

DRAFT

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

### Role Details

<b>Position Title</b>	Child and Family Nurse Unit Manager
<b>Award</b>	Public Health System Nurses & Midwives (State) Award
<b>Position Classification</b>	Proposed Nurse Unit Manager (NUM) Level 2 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b>	The NUM Child and Family manages and coordinates client care and nursing services, within a Primary Health Care Framework, and is a key influencer in moving Southern NSW Local Health District to integrated and contemporary models of community based child and family health care. The position provides leadership and operational management of a child and family nursing services as well as the leadership and direction for the nursing workforce clinical practice and professional standards to enable safe, effective quality client care and improved experiences.

### Key Accountabilities

1. Provide leadership, direction and supervision for staff that supports learning and meets Nursing and Midwifery Board of Australia professional standards of practice ensuring they understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
2. Manage and direct client care across child and family nursing services while maintaining collaborative working relations with clinicians and other managers to deliver efficient and effective coordination of clients and staff ensuring safe, appropriate staffing levels and skill mix to meet care needs, achieve improved client safety, experience and quality outcomes.
3. Implement succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the nursing workforce to meet the needs of clients by maintaining a suitability qualified, sustainable workforce.
4. Manage efficiently, the financial and physical resources of the designated services to achieve financial targets and budgets and report on actions/results taken/achieved to reduce any variations.

# Position Description

5. In collaboration with the Integrated Care Manager, Cluster General Manager and LHD Executive contribute to the development and implementation of local clinical service planning and sustainable models of care. Manage the process of organisational change required to implement new models at local level.
6. Establish and foster relationships to grow links with acute services, other primary and community based services focusing on reducing readmissions, support community's to lead healthy lives and encourage self-management at home through successful transfer of care planning and coordination.

## Key Challenges

1. Recruitment and retention of staff requiring a diverse range of clinical skills in a rural setting with a small resource and support base, managing changes in process and practice whilst maintaining a harmonious and effective work environment.
2. Balancing clinical and resource decision making within finite resources such as matching patient demands to staffing resources and clinical skills.
3. Implementing new and emerging models of care and initiatives using a change management approach that facilitates sustainability with a high level of commitment from the nursing and midwifery workforce.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b>		
1	Manager	Receive direction, escalate issues and share information.
2	Team	Convene and participate in meetings, share information and provide advice on issues.
3	Stakeholders	Manage relationships and work collaboratively with other teams across the Services/facilities.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Clients, consumers	Provide information, investigate, action and respond to feedback.
2	Service providers and external Stakeholders	Ensure service runs efficiently & represent the service at district and local level both inside and outside the organisation.

## Staffing

<b>Direct Reports</b>	TBC
<b>Indirect Reports</b>	TBC

## Essential Requirements

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria

# Position Description

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Postgraduate qualification in health service management or associated fields or equivalent work experience, or a combination of study and work experience.
3. Demonstrated management and leadership skills including change management, conflict resolution, motivational and team development skills together with the ability to apply problem-solving strategies.
4. Demonstrated capacity to manage frontline clinical services linking primary and community health services with knowledge of the principles of primary health care and proven skills to implement quality improvement strategies, policies, guidelines and evidenced based practice.
5. Demonstrated ability to communicate and negotiate effectively with the capacity to manage human resources issues together with skills to successfully meet budget, staffing and activity targets.
6. Demonstrated commitment to ongoing professional development and the capacity to apply knowledge and skills to developing innovative improvement strategies to health service.
7. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

DRAFT

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
Position Title	General Manager Community Health
Award	Health Managers State Award
Position Classification	Proposed Health Manager 5 (Subject to grading)
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">Vaccination Risk Category</a>	<input type="checkbox"/> Category A <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The General Manager Community Health provides strategic advice, direction, and operational management of the Community Health Nursing, Hospital in the Home, and Allied Health Services for Southern NSW Local Health District.

## Key Accountabilities

1. Provide operational leadership for nursing and allied health services, including specialist funded programs and services across the district community health sites, ensuring services are safe, integrated, outcome focused and optimise financial and human resources within budget allocation.
2. Develop, foster and support a culture aligned to SNSWLHD Core Values incorporating the provision of supervision, advice, strategic and operational management for community care and allied health district staff.
3. Communicate and consult with staff, managers, executive and key stakeholders in a professional, clear and timely manner.
4. Together with hospital, program and operational leads, analyse State and National policy and service directions and develop models of service delivery appropriate for the Southern NSW Local Health District's regional, rural and remote contexts.
5. Plan, manage and report on program budgets, outcomes and key performance indicators for state, national and non-government funded services, ensuring compliance with all accountable program deliverables.
6. Ensure participation in appropriate networks and forums at a local and state level and communicate relevant information across the District so that optimum benefits are gained from this involvement.
7. Identify, evaluate and incorporate where appropriate emerging trends within healthcare to influence the utilisation of workforce and skill mix, enhancing program outcomes through innovative models of care which are industrially compliant and meet policy and legislation requirements.
8. Develop and maintain effective working relationships with various program stakeholders, as well as the financial, activity, workforce and daily operational management of services provided under the portfolio.
9. Manage all operations delivered by a range of separate community health network teams and



# Position Description

program located across the broad geographical area of Southern NSW Local Health District

## Key Challenges

1. Providing strategic direction and achieving KPIs and outcomes across multiple portfolios, sites and in a matrix management framework
2. Developing productive and meaningful working relationships with multiple providers, including internal and external stakeholders, and ability to modify approaches for different groups

## Key Relationships

	<i>Who?</i>	<i>Why?</i>
<b>Internal Relationships</b>		
1	District Director Integrated Care	Provide assurance and advice, escalate issues, keep informed, advise and receive direction and oversight.
2	Direct Reports	Clarify direction; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3	Community & Integrated Care Network Managers, SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Relevant tertiary qualifications in health, management, community service or other relevant fields, and/or a significant level of program management experience in health or community service sector.
2. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria

1. Relevant tertiary qualifications in health, management, community service or other relevant fields, and/or a significant level of program management experience in health or community service sector.
2. Demonstrated advanced skills in successfully planning, managing and evaluating multiple health programs/ projects to meet specified objectives, in a timely and cost effective manner.
3. Demonstrated advanced written and oral communication skills, experience using a variety of media and communication methods and proficiency with common computer applications.
4. Demonstrated experience managing multiple budgets and resources within a health environment, including understanding of accrual and reconciliation processes and the preparation and interpretation of common financial reports.
5. Demonstrated experience effectively managing staff, including demonstrated ability to lead, motivate and

# Position Description

engage staff working across a broad geographical area in multiple programs.

6. Proficient interpersonal skills, including a demonstrated high level ability to effectively build rapport with various stakeholders relevant to the portfolio.

7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	General Manager District Services
<b>Award</b>	Health Managers (State) Award
<b>Position Classification</b>	Proposed XXXX (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>The General Manager District Wide Programs provides strategic advice, direction, and assistance with the development and implementation of primary healthcare strategies relevant to cancer, palliative care, aged care and disability, population health, violence and neglect, paediatric and priority populations and renal services for the SNSWLHD.</p> <p>The position provides strategic direction, policy advice and monitoring for related services implemented by the NSW Ministry of Health.</p> <p>The General Manager is responsible for developing and maintaining effective working relationships with various program stakeholders, as well as the financial, activity, workforce and daily operational management of services provided under the program stream.</p>

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Provide operational leadership for clinical and strategic programs and services across the district streams, ensuring services are safe, integrated, outcome focused and optimise financial and human resources within budget allocation.
2. Develop, foster and support a culture aligned to SNSWLHD Core Values incorporating the provision of supervision, advice, strategic and operational management for program and district staff.
3. Communicate and consult with staff, managers, executive and key stakeholders in a professional, clear and timely manner.

# Position Description

4. Together with portfolio managers, analyse State and National policy and service directions and develop models of service delivery appropriate for the Southern NSW Local Health District's regional, rural and remote contexts.
5. Plan, manage and report on program budgets, outcomes and key performance indicators for state, national and non-government funded services, ensuring compliance with all accountable program deliverables.
6. Ensure participation in appropriate networks and forums at a local and state level and communicate relevant information across the District so that optimum benefits are gained from this involvement.
7. Identify, evaluate and incorporate where appropriate emerging trends within healthcare to influence the utilisation of workforce and skill mix, enhancing program outcomes through innovative models of care which are industrially compliant and meet policy and legislation requirements.
8. Manage all operations delivered by a range of separate teams and program located across the broad geographical area of Southern NSW Local Health District.

## Key Challenges *(max of 3 key challenges)*

1. Providing strategic direction and achieving KPIs and outcomes across multiple portfolios, sites and in a matrix management framework
2. Developing productive and meaningful working relationships with multiple providers, including internal and external stakeholders, and ability to modify approaches for different groups.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Director	Provide assurance and advice, escalate issues, keep informed, advise and receive direction and oversight.
2	Direct Reports	Clarify direction; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3	SNSWLHD Internal Managers, General Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.
2		

## Staffing

<b>Direct Reports</b>	0.00 FTE
<b>Indirect Reports</b>	0.00 FTE

## Essential Requirements

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

1. Relevant tertiary qualifications in health, management, community service or other relevant fields, and/or a significant level of program management experience in health or community service sector.
2. Demonstrated advanced skills in successfully planning, managing and evaluating multiple health programs/ projects to meet specified objectives, in a timely and cost effective manner.
3. Demonstrated advanced written and oral communication skills, experience using a variety of media and communication methods and proficiency with common computer applications.
4. Demonstrated experience managing multiple budgets and resources within a health environment, including understanding of accrual and reconciliation processes and the preparation and interpretation of common financial reports.
5. Demonstrated experience effectively managing staff, including demonstrated ability to lead, motivate and engage staff working across a broad geographical area in multiple programs.
6. Proficient interpersonal skills, including a demonstrated high level ability to effectively build rapport with various stakeholders relevant to the portfolio.
7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

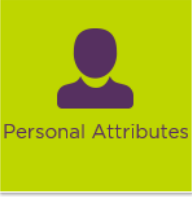



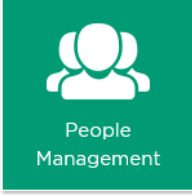

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Director of Nursing and Midwifery for Community and District Services
<b>Award</b>	Public Health System Nurses & Midwives (State) Award
<b>Position Classification</b>	Proposed Nurse Manager Grade 6 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>This Director of Nursing and Midwifery for Community and District Services will be responsible for ensuring that Community Health District-wide workforce planning and people management strategies are in place that attract, recruit, develop and retain quality nursing and midwifery staff to provide best quality patient care.</p> <p>The role will provide professional leadership to the nursing professions across the Community Care and District Services reporting structure.</p>

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Provide professional leadership and advice, work collaboratively with Stakeholders, the Executive Director of Nursing & Midwifery and Clinical Governance, General Manager District Services and Nursing Managers to design, deliver and evaluate nursing programs and initiatives that achieve the strategic goals and priorities of the LHD Executive to support the sustainability and development of a skilled and highly professional community health sector.
2. Take a lead role in promoting, supporting and embedding a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for staff that supports learning and meets professional standards of practice ensuring staff understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
3. Implement succession planning strategies, monitor the professional development, capabilities and utilisation of the nursing and midwifery workforce in order to maintain a suitability qualified, sustainable workforce in line with the Public Health System Nurses and Midwives Award (Award)

# Position Description

<p>and speciality standards, ensuring appropriate staffing levels and skill mix to meet patient care needs, achieve improved patient safety, experience and quality outcomes.</p> <ol style="list-style-type: none"> <li>4. In collaboration with the Director of Operations and Executive Director Nursing Midwifery and Clinical Governance contribute/lead the development and implementation of planning including but not limited to, emergency management, business /clinical service planning, new/changed models of care. Drive and coordinate organisational change required to implement and ensure sustainability</li> <li>5. Establish and foster relationships with internal partners/external stakeholders and grow links to meet local and district priorities and directions for clinical service delivery, quality and safety and human resource management to support the functioning of the role.</li> <li>6. Provide timely and effective analysis, advice and recommendations on strategic and operational issues to the Executive Director or Executive.</li> <li>7. Develop and maintain relationships with primary and community based services to reduce readmission, help our community's lead healthy lives and encourage self-management at home through successful transfer of care planning and coordination</li> </ol>
---

## Key Challenges *(max of 3 key challenges)*

1. Recruitment and retention of staff requiring a diverse range of clinical skills in a rural setting with a small resource and support base.
2. Balancing clinical and resource decision making within finite resources such as matching patient demands to staffing resources and clinical skills.
3. Implementing new and emerging models of care and initiatives that facilitates sustainability with a high level of commitment from staff.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Manager	Receive direction, escalate issues and share information.
2	Team	Convene and participate in meetings, share information and provide advice on issues.
3	District Services Managers	Manage relationships and work collaboratively with other teams across the Services/facilities.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i>		<input type="checkbox"/> No
1	Other Local Health Districts	Liaise, consult and develop effective professional relationships
2	Service providers and external Stakeholders	Ensure service runs efficiently & represent the service at district and local level both inside and outside the organisation.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA) with Tertiary qualifications in health/nursing management, policy, planning, education or associated fields or equivalent work experience, or a combination of study and work experience in the relevant field.



# Position Description

- Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

- Demonstrated leadership and people management skills with the ability to empower, motivate and manage employees to achieve service and professional goals through service improvements and the utilisation of change management principles
- Demonstrated experience in a nursing leadership role involving change management, conflict resolution, motivational and team development skills together with the ability to apply complex problem-solving strategies.
- Understanding and rural and regional health care and delivering care as close to home as possible
- Demonstrated ability to integrate evaluation feedback into service delivery and adapt to changing priorities using a collaborative and solutions approach
- Demonstrated advanced communication and people skills including verbal and written forms and skills in using electronic communication modes; together with an ability to negotiate and problem solve and the capacity to influence health professionals.
- Proven ability to develop and maintain good working relationships with clinicians, managers, other staff and external stakeholders.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

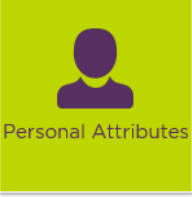



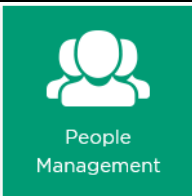

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
Position Title	General Manager Corporate Services
Award	Health Managers (State) Award
Position Classification	Proposed Health Manager Level 6 (Subject to grading)
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">Vaccination Risk Category</a>	<input type="checkbox"/> Category A <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the oversight and leadership of a range of clinical support and corporate functions across the District; supporting clinical services to deliver high quality person-centred care within budget demands.

## Key Accountabilities

1. Lead and oversee all aspects of the development and delivery of Corporate Services for the LHD within the Operations Directorate, identifying interdependencies and leveraging resources to enable value for money outcomes and improved front line service delivery that meet the strategic objectives of SNSWLHD, providing authoritative advice, support and guidance to the Executive Director Operations, LHD Executive and Network General Managers on clinical support and corporate services business functions.
2. Manage internal and external stakeholder relationships for the LHD (e.g. HealthShare, Pathology, Medical Imaging provider and other third parties) through effective communication, negotiation and issues management to ensure stakeholders are engaged and Key Performance Indicators are met. This includes developing and maintaining collaborative planning and service delivery relationships with a range of stakeholders, including business partners such as Asset Management, Security, Finance and People & Wellbeing to facilitate flow of information and efficient daily Operations.
3. Align corporate resources and support delivery with demand to meet internal and external performance requirements relating to budget, activity and FTE, ensuring high standards of service are maintained in line with the LHD Strategic Plan and NSW Health Priority Areas. This also includes undertaking various projects as allocated by the Executive Director Operations to enhance, update or enable more efficient delivery of services.
4. Ensure and be responsible for Health Information Services within the LHD, to ensure high level coding and documentation quality, as well as the provision of quality case mix data analysis.

# Position Description

5. Provide leadership and oversight of the Districts Planning Services and functions to ensure the District has accurate and timely information to inform Strategic, Operational, Health Service, Stream Plans and overall health services decision making.
6. Oversee and lead the operation of the Medical Imaging Business Unit and the third party agreements for Radiologist and reading services for the District.
7. Lead the development, implementation and review of policies, procedures and business practices within Corporate Service functions across the LHD and all Networks and Services to ensure the services comply with SNSWLHD, NSW Health and other regulatory requirements.
8. Act as a primary interface for Operations and Capital Developments across the District, support the EDO with project management, Health Infrastructure and Ministry of Health for service development and capital interactions.
9. Represent the EDO on corporate services and projects to MoH, HealthShare, NSW Pathology, Health Infrastructure, Universities, Community Consultative Committees and a range of other external parties as required.

## Key Challenges

1. Developing productive and meaningful working relationships with multiple providers, including internal and external stakeholders, and ability to modify approaches for different groups.
2. Working in a complex environment where there are competing and often rapidly changing priorities which requires balancing workload with clinical demand.
3. Identifying potential risks for the LHD in relation to corporate services.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b>		
1	Line Manager	Escalate issues, keep informed, advise and receive instruction.
2	Team	Convene and participate in meetings, share information and provide advice on issues.
3	Stakeholders	Manage collaborative working relationships with internal and external stakeholders.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Service Providers	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on key deliverables and key performance indicators.
2	Patients, clients, consumers	Investigate, action and respond to feedback.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

# Position Description



## Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Demonstrated skills in leadership and management of multidisciplinary team/s and proven track record of senior management experience across a broad range of health service functions.
3. Proven ability to work effectively across District wide Directorates, Networks, Services and Streams, senior executives, managers and staff.
4. Demonstrated advanced interpersonal, verbal and written communication, consultation and negotiation skills to build and maintain collaborative relationships with a diverse range of stakeholders.
5. Demonstrated experience managing a budget and resources within a health environment including effectively managing, leading and motivating staff.
6. Demonstrated planning, analytical, problem solving and report writing skills.
7. Demonstrate skills in project management and the ability to drive and deliver projects and initiatives on time.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

DRAFT

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Head of Department Occupational Therapy
<b>Award</b>	NSW Health Service Health Professionals (State) Award
<b>Position Classification</b>	Proposed XXXX (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>The Head of Department Occupational Therapy is responsible for managing and leading the delivery of quality Occupational Therapy services across the Network.</p> <p>This includes operational, strategic and professional management.</p> <p>The Head of Department oversees all management functions in consultation with the Community and Integrated Care Manager, provides support and guidance to the Deputy Head of Department and is the line reporting for all clinical Occupational Therapists across the Network. The Occupational Therapy Head of Department will carry a small clinical caseload in line with network clinical requirements.</p>

## Key Accountabilities *(max of 8-10 key accountabilities)*

1. Accountable for the provision of the Occupational Therapy Network team's clinical service (including services of a more complex nature) to deliver a high standard of care, exercising independent professional judgement in solving problems, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and operational management of a group of staff across a geographically dispersed health service, including experience in human resource and general financial management.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Deputy Head of Department, Allied Health Assistants and students.

# Position Description

5. Lead and participate in planning, implementing, evaluating and reporting on services across the Occupational Therapy team, to promote effective and efficient clinical service delivery.
6. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

## Key Challenges *(max of 3 key challenges)*

1. Working in a complex, geographically dispersed environment where there are competing and often rapidly changing priorities which requires balancing administrative workload with clinical demand.
2. Engagement with a diverse range of internal and external stakeholders.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this position. Act as the point of escalation for any strategic and operational issues.
3	Health service providers	Communicate professionally in the delivery of quality care to patients and their families.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	External health service providers	Communicate professionally in the delivery of coordinated, quality care to patients and their families.

## Staffing

<b>Direct Reports</b>	FTE TBC
<b>Indirect Reports</b>	FTE TBC

## Essential Requirements

Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Occupational Therapist.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Occupational Therapist.
2. Demonstrated highly proficient written, verbal, interpersonal and negotiation skills.
3. Demonstrated ability to operationally manage a clinical team, including provision of supervision, support and training to staff, and general financial and human resource management skills.
4. Ability to effectively prioritise and organise the clinical workloads within a team that spans multiple regional sites within the Network.
5. Experience in developing and optimising a range of clinical services, including protocols and new services.
6. Evidence of ongoing personal continuous professional development.

# Position Description

7. Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.
8. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

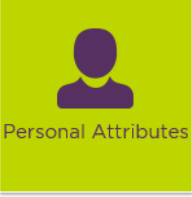



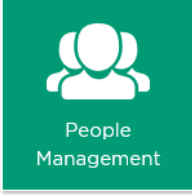

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.



# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description

## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Inland Network Head of Department Speech Pathology
<b>Award</b>	NSW Health Service Health Professionals (State) Award
<b>Position Classification</b>	Proposed Speech Pathology Lvl 5 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>The Speech Pathology Network Head of Department is responsible for managing and leading the delivery of quality Speech Pathology services across the Network. This includes operational, strategic and professional management.</p> <p>The Head of Department oversees all management functions in consultation with the Community and Integrated Care Manager, provides support and guidance to the Deputy Head of Department and is the line reporting for all clinical Speech Pathologists across the Network. The Speech Pathology Head of Department will carry a small clinical caseload in line with network clinical requirements.</p>

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Accountable for the provision of the Speech Pathology Network team's clinical service (including services of a more complex nature) to deliver a high standard of care, exercising independent professional judgement in solving problems, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and operational management of a group of staff across a geographically dispersed health service, including experience in human resource and general financial management.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 staff, Deputy Head of Department, Allied Health Assistants and students.
5. Lead and participate in planning, implementing, evaluating and reporting on services across the Speech Pathology team, to promote effective and efficient clinical service delivery.
6. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing

# Position Description



quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

## Key Challenges *(max of 3 key challenges)*

1. Working in a complex, geographically dispersed environment where there are competing and often rapidly changing priorities which requires balancing administrative workload with clinical demand.
2. Engagement with a diverse range of internal and external stakeholders.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this position. Act as the point of escalation for any strategic and operational issues.
3	Health service providers	Communicate professionally in the delivery of quality care to patients and their families.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	External health service providers	Communicate professionally in the delivery of co-ordinated, quality care to patients and their families.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Tertiary qualification as a Speech Pathologist and eligibility for membership of Speech Pathology Australia (SPA).
2. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

3. Demonstrated highly proficient written, verbal, interpersonal and negotiation skills.
4. Demonstrated ability to operationally manage a clinical team, including provision of supervision, support and training to staff, and general financial and human resource management skills.
5. Ability to effectively prioritise and organise the clinical workloads within a team that spans multiple regional sites within the Network.
6. Experience in developing and optimising a range of clinical services, including protocols and new services.
7. Evidence of ongoing personal continuous professional development.
8. Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

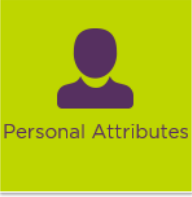



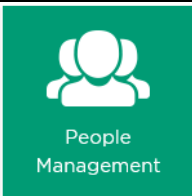

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

DRAFT

# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Inland Network Head of Department Physiotherapy
<b>Award</b>	NSW Health Service Health Professionals (State) Award
<b>Position Classification</b>	Proposed Physiotherapist Level 6 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	The Physiotherapy Network Head of Department is responsible for managing and leading the delivery of quality Physiotherapy services across the Network. This includes operational, strategic and professional management. The Head of Department oversees all management functions in consultation with the Community and Integrated Care Manager, provides support and guidance to the Deputy Head of Department and is the line reporting for all clinical Physiotherapists across the Network. The Physiotherapy Head of Department will carry a small clinical caseload in line with network clinical requirements.

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Accountable for the provision of the Physiotherapy Network team's clinical service (including services of a more complex nature) to deliver a high standard of care, exercising independent professional judgement in solving problems, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and operational management of a group of staff across a geographically dispersed health service, including experience in human resource and general financial management.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Deputy Head of Department, Allied Health Assistants and students.
5. Lead and participate in planning, implementing, evaluating and reporting on services across the Physiotherapy team, to promote effective and efficient clinical service delivery.

# Position Description

- Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

## Key Challenges *(max of 3 key challenges)*

- Working in a complex, geographically dispersed environment where there are competing and often rapidly changing priorities which requires balancing administrative workload with clinical demand.
- Engagement with a diverse range of internal and external stakeholders.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this position. Act as the point of escalation for any strategic and operational issues.
3	Health service providers	Communicate professionally in the delivery of quality care to patients and their families.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	External health service providers	Communicate professionally in the delivery of co-ordinated, quality care to patients and their families.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

- Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Physiotherapist.
- Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

- Demonstrated highly proficient written, verbal, interpersonal and negotiation skills.
- Demonstrated ability to operationally manage a clinical team, including provision of supervision, support and training to staff, and general financial and human resource management skills.
- Ability to effectively prioritise and organise the clinical workloads within a team that spans multiple regional sites within the Network.
- Experience in developing and optimising a range of clinical services, including protocols and new services.
- Evidence of ongoing personal continuous professional development.
- Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

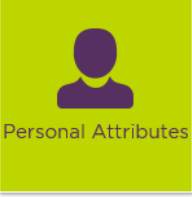



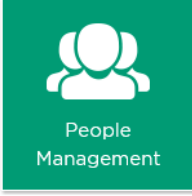

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

DRAFT



# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Inland Network Head of Department Social Work
<b>Award</b>	NSW Health Service Health Professionals (State) Award
<b>Position Classification</b>	Proposed Social Worker Lvl 6 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	The Network Head of Department is responsible for managing and leading the delivery of quality Social Work services across the Network. This includes operational, strategic and professional management. The Head of Department oversees all management functions in consultation with the Community and Integrated Care Manager, provides support and guidance to the Deputy Head of Department and is the line reporting for all clinical Social Workers across the Network. The Social Work Head of Department will carry a small clinical caseload in line with network clinical requirements.

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Accountable for the provision of the Social Work Network team's clinical service (including services of a more complex nature) to deliver a high standard of care, exercising independent professional judgement in solving problems, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and operational management of a group of staff across a geographically dispersed health service, including experience in human resource and general financial management.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Deputy Head of Department, Allied Health Assistants and students.
5. Lead and participate in planning, implementing, evaluating and reporting on services across the Social Work team, to promote effective and efficient clinical service delivery.

# Position Description



- Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

## Key Challenges *(max of 3 key challenges)*

- Working in a complex, geographically dispersed environment where there are competing and often rapidly changing priorities which requires balancing administrative workload with clinical demand.
- Engagement with a diverse range of internal and external stakeholders.

## Key Relationships

Who?		Why?
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this position. Act as the point of escalation for any strategic and operational issues.
3	Health service providers	Communicate professionally in the delivery of quality care to patients and their families.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	External health service providers	Communicate professionally in the delivery of co-ordinated, quality care to patients and their families.

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

- Tertiary qualification as a Social Worker and eligibility for membership of the Australian Association of Social Workers (AASW).
- Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

- Demonstrated ability to operationally manage a clinical team, including provision of supervision, support and training to staff, and general financial and human resource management skills.
- Ability to effectively prioritise and organise the clinical workloads within a team that spans multiple regional sites within the Network.
- Experience in developing and optimising a range of clinical services, including protocols and new services.
- Evidence of ongoing personal continuous professional development.
- Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

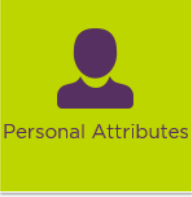



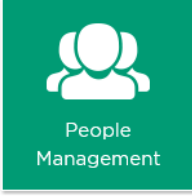

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

DRAFT

# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Inland Network Head of Department Dietetics
<b>Award</b>	NSW Health Service Health Professionals (State) Award
<b>Position Classification</b>	Proposed Dietician Lev 5 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>The Head of Department Dietetics is responsible for managing and leading the delivery of quality dietetics services across the Network.</p> <p>This includes operational, strategic and professional management.</p> <p>The Head of Department oversees all management functions in consultation with the Community and Integrated Care Manager, provides support and guidance to the Deputy Head of Department and is the line reporting for all clinical dietitians across the Network. The Dietetics Head of Department will carry a small clinical caseload in line with network clinical requirements.</p>

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Accountable for the provision of the Dietetics Network team's clinical service (including services of a more complex nature) to deliver a high standard of care, exercising independent professional judgement in solving problems, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and operational management of a group of staff across a geographically dispersed health service, including experience in human resource and general financial management.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 staff, Deputy Head of Department, Allied Health Assistants and students.

# Position Description

5. Lead and participate in planning, implementing, evaluating and reporting on services across the Dietetics team, to promote effective and efficient clinical service delivery.
6. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

## Key Challenges *(max of 3 key challenges)*

1. Working in a complex, geographically dispersed environment where there are competing and often rapidly changing priorities which requires balancing administrative workload with clinical demand.
2. Engagement with a diverse range of internal and external stakeholders.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this position. Act as the point of escalation for any strategic and operational issues.
3	Health service providers	Communicate professionally in the delivery of quality care to patients and their families.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	External health service providers	Communicate professionally in the delivery of co-ordinated, quality care to patients and their families.

## Staffing

<b>Direct Reports</b>	FTE TBC
<b>Indirect Reports</b>	FTE TBC

## Essential Requirements

Tertiary qualification in Nutrition and Dietetics and eligibility for membership of Dietitians Australia (DA).

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

1. Tertiary qualification in Nutrition and Dietetics and eligibility for membership of Dietitians Australia (DA).
2. Demonstrated highly proficient written, verbal, interpersonal and negotiation skills.
3. Demonstrated ability to operationally manage a clinical team, including provision of supervision, support and training to staff, and general financial and human resource management skills.
4. Ability to effectively prioritise and organise the clinical workloads within a team that spans multiple regional sites within the Network.
5. Experience in developing and optimising a range of clinical services, including protocols and new services.
6. Evidence of ongoing personal continuous professional development.

# Position Description

7. Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.
8. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

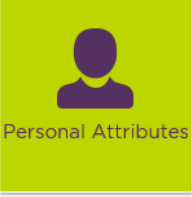



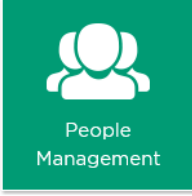

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.



# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 Personal Attributes	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 Relationships	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 Results	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 Business Enablers	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 People Management	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 Occupation Specific	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	Inland Network Violence Abuse and Neglect (VAN) Team Leader
<b>Award</b>	NSW Health Service Health Professionals (State) Award
<b>Position Classification</b>	Proposed Counsellor Lvl 6, Social Worker Lvl 6 (Subject to grading)
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	The Network Violence Abuse and Neglect (VAN) Team Leader is responsible for managing and leading the delivery of quality VAN services within the Network, as well as promoting consistency, quality and accountability in clinical practice across the LHD in partnership with the other VAN Network Team Leaders. This position has clinical, education and management responsibilities and includes a clinical caseload as well as District Lead responsibilities for one of the below Specialist Portfolios: <ul style="list-style-type: none"> <li>• Sexual Assault</li> <li>• Child Wellbeing and Child Protection</li> <li>• Domestic and Family Violence</li> </ul>

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Responsible for the independent day to day leadership and management of the human, financial and clinical resources of SNSWLHD Monaro, Tablelands or Coastal Network Violence Abuse and Neglect (VAN) services in SNSW Local Health District in accordance with agreed performance indicators.
2. In partnership with the other Network (VAN) Team Leaders, participate in planning, implementing, evaluating and reporting on VAN services within the Networks across the District, as well as participating in the planning, implementing, evaluating and reporting on your nominated Specialist Portfolio.
3. Lead service provision in areas of clinical expertise to clinicians across the Network and LHD to promote the consistent provision of safe, high quality, person centred and trauma informed care.

# Position Description

4. Lead and support cultural competence across the Network, with a commitment to improve the health outcomes of Aboriginal people.
5. Identify and act on opportunities for improvement in clinical practice; and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD. This includes performing complex and critical clinical work with a high level of professional knowledge and substantial professional judgement.
6. Lead and participate in the developing, evaluating, reporting and supporting the service delivery for Child Protection Counselling, Sexual Assault Services and Domestic and Family Violence responses including 24/7 crisis responses to VAN presentations and escalation processes for these crisis services.
7. Assist with the development and implementation of NSW Health policies, procedures and guidelines in relation to violence, abuse and neglect (VAN).
8. Maintain a reduced clinical load providing high quality therapeutic clinical services to individuals and families who have experienced VAN, utilising individual, family and co-therapy as appropriate.
9. Manage the impact of vicarious trauma on clinicians and promote vicarious resilience.
10. Be one of a group of LHD lead Child Wellbeing and Child Protection educators to deliver the mandatory Child Wellbeing Child protection training strategy.

## Key Challenges *(max of 3 key challenges)*

1. Balancing competing roles both within the VAN Networks and within your Specialist Portfolio across the LHD. This includes leading ongoing quality improvement activities in order to improve clinical services (business hours and after-hours) and the education of staff in trauma-informed care and delivery of Child Protection Training.
2. Meaningful engagement with Aboriginal communities, such that services are flexible in their response to community need, and informed and grounded in local culture and practice.
3. Ensuring Violence, Abuse and Neglect Services evolve clinical practices and service delivery with consistency across the sectors and in such a way that is in line with relevant state-wide reforms, Closing the Gap initiatives and new or emerging policy developments in relation to service delivery.

## Key Relationships

	<i>Who?</i>	<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	IVANS Program Manager	Escalate issues, keep informed, advise and receive instructions
2	IVANS Senior Leaders team and IVANS Clinical teams	Provide line management, supervision and support to all staff reporting up to this program stream. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers including but not limited to Social Work Heads of Department, Aboriginal Health, Network Managers and staff (variable departments and locations) and Allied Health Educators.	Provide and receive feedback; create linkages, consultation and referral pathways for clinical and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <span style="margin-left: 150px;"><input type="checkbox"/> No</span>		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.
2		

# Position Description

## Staffing

<b>Direct Reports</b>	TBC FTE
<b>Indirect Reports</b>	TBC FTE

## Essential Requirements

1. Tertiary qualification as a Social Worker and eligibility for membership of the Australian Association of Social Workers(AASW) OR relevant tertiary qualification as a Counsellor with eligibility to the respective Australian professional association.
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

1. Demonstrated significant experience in clinical practice in Violence Abuse and Neglect Services including but not limited to sexual assault/child protection service/domestic violence service provision. Response to include nomination of two portfolios of clinical interest and description of experience relevant to these portfolios.
2. Demonstrated ability to provide high-level supervision, leadership and direction to the development and coordination of clinical services with a Health Service or multidisciplinary team
3. Demonstrated advanced written and oral communication skills, experience using a variety of media and communication methods and proficiency with common computer applications
4. Ability to effectively prioritise crisis responses, organise the clinical workloads within a team that spans multiple responding to multiple VAN presentations and regional sites within the Network.
5. Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.
6. Experience in service delivery for 24/7 crisis responses to VAN presentations and escalation processes for these crisis services.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

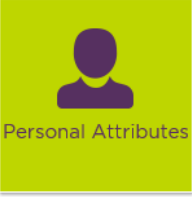



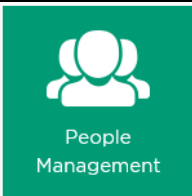

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

DRAFT

# Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	