



**Sydney Children's Hospitals Network (SCHN)  
and  
Hunter New England Local Health District (HNELHD)**

**Consultation Document for the  
Children's Healthcare Network**

*May 2024*

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## Background

The NSW Children's Healthcare Network (CHN) was established in 2001 by the NSW Department of Health in response to the Government Action Plan for Health with the broad aim of ensuring children have access to high quality healthcare as close to home as possible, regardless of where they live. The *Guidelines for Networking of Paediatric Services* provided the intended purpose and operation of the CHN.

Over the years, the operating and governance structures have evolved. CHN is considered a statewide entity with three CHN Regions (Northern, Southern and Western) in the state, each of which has a tertiary children's hospital and a number of Local Health Districts (LHDs) within their Region. Each Region incorporates metropolitan and rural partners and this was based on an assessment of flow patterns for paediatric inpatient care when the Regions were established.

CHN Northern Region works in partnership with Hunter New England Local Health District (HNELHD), Northern NSW LHD, Mid North Coast LHD and John Hunter Children's Hospital (JHCH). The convenor is Chief Executive HNELHD and delegated to Executive Director, Children, Young People and Families Services HNELHD.

CHN Southern Region works in partnership with Murrumbidgee LHD, Southern NSW LHD, Illawarra Shoalhaven LHD, South Eastern Sydney LHD and Northern Sydney LHD, ACT Health and the Sydney Children's Hospital at Randwick.

CHN Western Region works in partnership with Far West LHD, Western NSW LHD, Nepean Blue Mountains LHD, South Western Sydney LHD, Western Sydney LHD, Central Coast LHD and the Children's Hospital at Westmead.

The Chief Executive of SCHN is the convenor for Southern and Western Regions.

Each CHN Region is staffed by a Coordinator, Administration Officer, Medical Lead and Allied Health Educator. Northern Region is governed and managed by HNELHD and Southern and Western Regions by Sydney Children's Hospitals Network (SCHN). CHN teams have a focus on acute Paediatric care and work to engage clinicians from within their Region as a network and work on local and statewide initiatives.

In 2021, an external review of the CHN was commissioned by NSW Ministry of Health with a focus on exploring how the CHN could be optimised to support better outcomes for clinicians, children, young people and their families. The review emphasised that the findings were focussed on the changes that were needed at the system level.

Recommendations highlighted the following: the purpose and scope need to be clarified, there is a need for strategic planning and priority setting, clearer reporting and accountability mechanisms and review of the governance structure. Expectations of CHN

positions needs to be clear and the relationship between CHN and NSW Health agencies and pillars requires better definition. It was suggested a new name be considered and that there was a need for CHN to be more 'visible' in the system.

## Current Status

### *Staff and Governance*

There are currently six employees in CHN. The Northern Region is fully staffed by a Coordinator (1.0FTE), Administration Officer (0.84FTE), Medical Lead (0.2FTE) and Allied Health Educator (AHE) (1.0FTE). These employees are located at Port Macquarie, Maitland, Grafton, and Newcastle respectively and are governed by HNELHD. The Medical Lead position is a three-year contract with approximately 5 months remaining of the current contract. All other positions are permanent.

The Western Region is staffed by a Coordinator (1.0FTE) and Administration Officer (0.63FTE), both located at Orange and governed by SCHN. The Administration Officer has been in a temporary position for some years with the contract renewed multiple times. The Coordinator is permanent. The Medical Lead and AHE positions are vacant.

All positions in the Southern Region are vacant. It is governed by SCHN.

A temporary Project Medical Lead (0.4 FTE) and Project Manager (1.0 FTE) are funded against existing vacancies to implement the recommendations from the review.

### *Workplan*

CHN employees work predominantly in their region and with colleagues in their professional disciplines. The work plan has included some improvement projects with more time spent on networking and support. When AHE positions were filled, the AHE's from each region collaborated on work plan and work priorities for Allied Health with limited interface with region Coordinators and Medical Leads.

CHN Northern and Western continue to work under current arrangements, noting that a new structure and operating model are under development. Due to vacancies, Western is limited to activities of the Coordinator and Administrative Officer.

There is currently one AHE located at Northern Region. The AHEs historically worked in a coordinated way with a focus on education, training and clinical support for allied health professionals who work with children, young people and families across the state. The Northern AHE is currently providing limited support for the other regions.

### *Work arrangements*

CHN employees are located across the state. Travel, including overnight accommodation to attend in person meetings and events is a requirement of current positions. Several current employees have longstanding flexible work arrangements.

## **Future Service Requirements**

The CHN will cease and transition to a new network, the Children Young People and Families Health Network (CYPFHN). Under the new arrangements there will no longer be three regions, CYPFHN will be one statewide team that will focus on identified statewide priorities with a new governance structure and ways of working. CYPFHN will work with and build relationships with LHDs, health organisations and clinical networks to support implementation of key strategic priorities for the health of children, young people and families. The close working relationship with the Paediatric CNCs located at each LHD will continue.

There will be a Senior Manager who will provide leadership, strategic direction, and operational management to the CYPFHN. There will be clinical leaders in Medical, Nursing and Allied Health who bring system understanding and the ability to engage with staff from their own and other disciplines. There will be staff with expertise in project and change management to manage, organise and deliver projects. There will be a Project and Education Officer (Allied Health) who will manage projects and lead, develop and deliver statewide education for CYPFHN. These positions will be required to function as part of a senior management team working successfully with a high level of capability in communication, negotiation, engagement and partnership.

The team will be supported by administration staff.

## **Case for Proposed Changes to Organisational Structure**

The primary objective of these changes is to develop a future for the CHN that will support better outcomes for children, young people and families in NSW. The changes are based on recommendations from the formal review of the CHN that was conducted in 2022.

The recommendations from the review were:

- Ensure the CHN has a recognised structural home within NSW Health
- Provide effective statewide management and coordination
- Enable escalation of issues and capacity to effect change
- Provide consistent operational management for all CHN staff
- Facilitate leadership and buy in from key senior roles including in LHDs and central agencies
- Ensure Allied Health is appropriately embedded.

These recommendations will be achieved through the following arrangements.

CYPFHN will be a network for the state jointly hosted by Sydney Children's Hospitals Networks (SCHN) and Hunter New England Local Health District (HNELHD).

The SCHN Executive Director Clinical Operations (SCHN EDCO), HNELHD Executive Director Children, Young People and Families Services (HNELHD EDCYFS) and NSW Health Chief Paediatrician hold responsibility for providing strategic direction to CYPFHN and ensuring that CYPFHN focus work on statewide priorities. Responsibility will include ensuring effective performance measures are in place and being met and that issues and risks are being reported and managed. The SCHN EDCO and HNELHD EDCYFS will be responsible for the overarching operational management of CYPFHN.

CYPFHN will work system wide, working collaboratively with clinical staff, senior management, and executive stakeholders from LHDs and SHNs, clinical networks, peer groups and communities of practice to implement statewide priority projects. They will also develop and maintain relationships and partnerships with statewide agencies and pillars such as the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC), Ministry of Health, Health Education and Training (HETI).

The Children, Young People and Families Executive Steering Committee (CYPFESC) is responsible for deciding priority projects and holds the overarching responsibility for ensuring the strategic direction is being met and that outcomes are achieved.

The CYPFHN Senior Manager will provide leadership, strategic direction, and operational management to the CYPFHN and ensure activities are in alignment with strategic directions and priorities for children, young people and families in NSW. Manager responsibility will include planning, development, coordination, delivery and reporting of the activities of CYPFHN, ensuring activities are undertaken to evaluate the effectiveness of CYPFHN and improve the quality of support provided to LHDs and SHNs.

The CYPFHN team will report to the CYPFHN Senior Manager. Relevant clinical staff will also have a professional reporting line.

Issues and risks will be escalated through the CYPFHN Senior Manager to the SCHN EDCO and HNELHD EDCYFS. Change will be effected through influence with clinical staff, senior management, and executive stakeholders from LHDs and SHNs, clinical networks, peer groups and communities of practice. In addition, CYPFHN will utilise the authority of the governance framework of the Ministry of Health.

The Clinical Lead (Allied Health) and Project and Education Officer (Allied Health) will be embedded in CYPFHN.

## **Impact on Employment Arrangements**

### *Staff and governance*

CYPFHN will be a statewide service hosted by SCHN and HNELHD. Line management, governance and accountability will change requiring new approaches to day-to-day

management, accountability, performance measures and performance evaluation. A new Senior Manager position will provide leadership, strategic direction, and operational management to CYPFHN and ensure activities are in alignment with strategic directions and priorities for children, young people and families in NSW.

#### *Work plan*

Work focus will change from regional focus to a statewide focus. There will no longer be three regions each with a coordinator, AHE, Medical Lead and administration officer, instead there will be one statewide team. The CYPFHN team will deliver projects for the state according to robust project methodology. Projects will be determined by the Children Young Peoples and Families Executive Steering Committee (CYPFESC). The scope will broaden to include neonates to 24 years, acute and community. Relationship development and management, and networking will continue.

#### *Work arrangements*

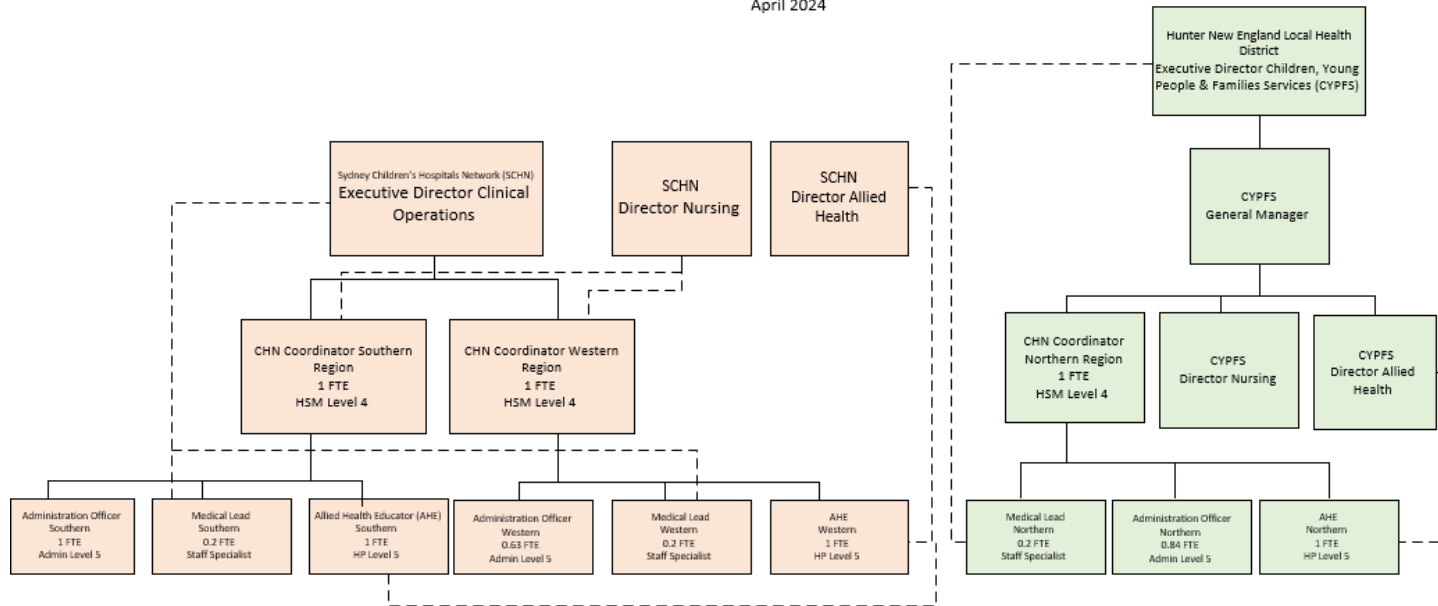
Employee location will be negotiated. Travel will be a requirement for most positions. The approach to flexible working will be according to the policy of the host organisation.



## Current Structure

### Children's Healthcare Network (CHN) Organisational Chart – CURRENT

April 2024



— Direct reporting line  
 - - - - Reporting line for professional governance

## Current Positions

The following positions have **permanent incumbents**:

- 0.84 FTE Northern Region Administration Officer, Level 5
- 1.0 FTE Northern Region Allied Health Educator, Health Professionals Level 5 Year 2
- 1.0 FTE Northern Region Coordinator, Health Service Manager Level 4
- 1.0 FTE Western Region Coordinator, Health Service Manager Level 4

The following positions have **temporary incumbents**:

- 0.2 FTE Northern Region Medical Lead, Staff Specialist
- 0.63 FTE Western Region Administration Officer, Level 5

The following positions are **vacant**:

- 0.2 FTE Western Region Medical Lead, Staff Specialist (3-year term)
- 1.0 FTE Western Region Allied Health Educator, Health Professionals Level 5 Year 2
- 1.0 FTE Southern Region Administration Officer, Level 5
- 1.0 FTE Southern Region Allied Health Educator, Health Professionals Level 5 Year 2
- 1.0 FTE Southern Region Coordinator, Health Service Manager Level 4
- 0.2 FTE Southern Region Medical Lead, Staff Specialist (3-year term)

All Northern Region positions are currently managed by HNELHD and all Western Region and Southern Region positions are managed by SCHN.

## Proposed New Positions

Incumbents of **all** filled positions will be job matched to a position of the same classification in the new structure.

The budget for all vacant positions will be used for the creation of the following positions:

- 1.0 Senior Manager
- 0.2 Clinical Lead – Medical
- 1.0 Clinical Lead – Nursing
- 1.0 Clinical Lead – Allied Health

The proposed new positions are:

Position	FTE	Classification	Description
Senior Manager	1.0	Health Service Manager Level 5	Permanent
Project Lead	2.0	Health Service Manager Level 4	Permanent
Project and Education Officer - Allied Health	1.0	Health Professionals Level 5	Permanent
Clinical Lead - Medical	1 x 0.4 or 2 x 0.2	Staff Specialist	3-year term
Clinical Lead - Nursing	1.0	Nurse and Midwives Nurse Manager Grade 4	Permanent
Clinical Lead – Allied Health	1.0	Health Professionals Level 7 Grade 1	Permanent
Administration Officer	2.0	Administration Officer Level 5	Permanent

Notes:

All CYPFHN positions will work as one team working on the delivery of state-wide priorities for children, young people and families.

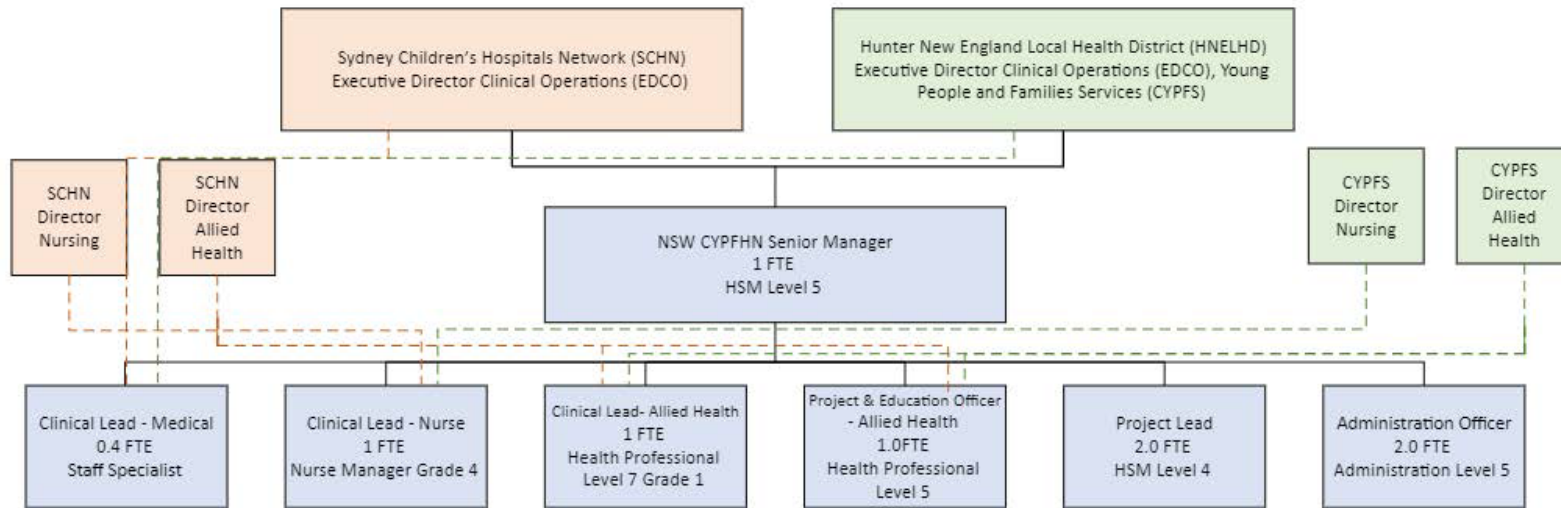
Paediatric CNCs have not been discussed in this document as they are located, employed and line managed by the LHDs. The close working relationship between the Paediatric CNCs and the CHN will continue when CYPFHN is formed.

## Proposed Operational Structure

### Children Young People and Families Health Network (CYPFHN) - Statewide Service

#### PROPOSED Operational Chart

May 2024



**NOTES:**

- Positions will be located statewide. Location will be negotiated.
- Positions will be hosted between SCHN and HNELHD. Allocation to be determined.
- The professional reporting lines at both organisations are displayed on this chart. Clinical Leads for Medical, Nursing and Allied Health and the Project & Education Officer - Allied Health will have one reporting line for professional governance to the relevant position at the host organisation.

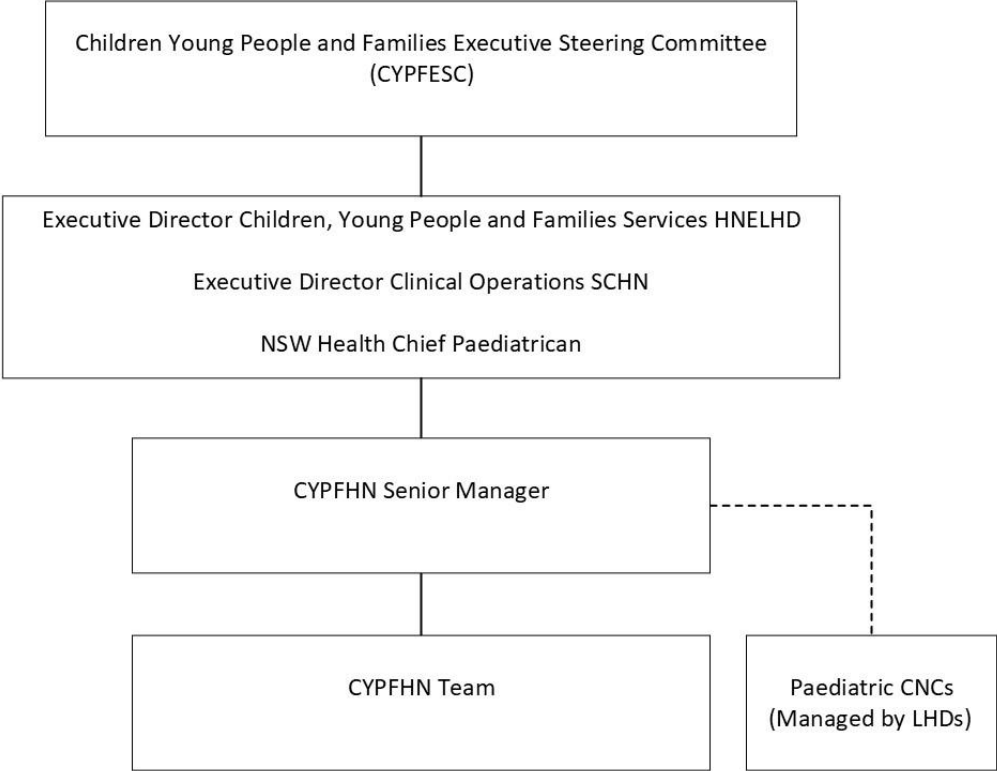
— Direct reporting line  
 -.- SCHN Reporting line for professional governance  
 -.-.- HNELHD Reporting line for professional governance

# Proposed Governance Structure

## Children Young People and Families Health Network (CYPFHN) - Statewide Service

### Proposed Governance Chart

May 2024



## Method of Filling Positions in the Proposed Structure

Pending finalisation of the consultation, appointment to positions within the new structure will progress as follows:

- **Position matching:**

Positions in the current structure	Proposed position matching in the new structure
1. Northern Coordinator (managed by HNELHD) Health Service Manager Level 4 1.0 FTE	Project Lead Health Service Manager Level 4 1.0 FTE
2. Northern Administration Officer (managed by HNELHD) Administration Officer Level 5 0.84 FTE	Administration Officer Level 5 1.0 FTE
3. Northern Allied Health Educator (managed by HNELHD) Health Professionals Level 5 1.0 FTE	Project and Education Officer - Allied Health Health Professionals Level 5 1.0 FTE
4. Northern Medical Lead (managed by HNELHD) Staff Specialist 0.2 FTE	Clinical Lead – Medical Staff Specialist 0.2 FTE
5. Western Coordinator (managed by SCHN) Health Service Manager Level 4 1.0 FTE	Project Lead Health Service Manager Level 4 1.0 FTE
6. Western Administration Officer (managed by SCHN) Administration Officer Level 5 0.63 FTE	Administration Officer Level 5 1.0 FTE

The proposed changes will be managed as per the NSW Health Policy Directive Managing Excess Staff of the NSW Health Service (PD2012\_021) noting that no redundancy is being proposed or supported as part of this proposal.

- **Advertisement with a merit-based selection process:**

Advertisement for the following positions will be undertaken with a merit-based selection process in accordance with the NSW Health Policy Directive Recruitment and Selection of Staff to the NSW Health Service (PD2023\_024):

- Senior Manager – Health Service Manager Level 5 (1.0 FTE permanent)

- ii. Clinical Lead – Medical (0.2 FTE temporary)
- iii. Clinical Lead – Nurse Manager Grade 4 (1.0 FTE permanent)
- iv. Clinical Lead – Allied Health Level 7 Grade 1 (1.0 FTE permanent)

## Timeline for the Changes to Organisational Structure

Stage		Timescale
1	Meeting with staff to overview the proposal and notifications to Unions of the proposal	20 May 2024
2	Continue to work with staff who may be affected re options	Ongoing
3	Consultation period close	1 June 2024
4	Consideration of staff and union feedback	1-5 June 2024
5	Final structure incorporating any changes identified during consultation	12 June 2024
6	Communication of new structure	13 June 2024
7	Implementation of new structure	From 13 June 2024

## Employee Assistance program

Employee Assistance Program (EAP) is a free strictly confidential and professional counselling service provided by SCHN and HENLHD to all staff. Staff can access the program via the following contact details:

For SCHN staff:  
AccessEAP (1800 818728)

For HNELHD staff:  
AccessEAP Greater Newcastle and Hunter Valley(4985 3289) or [click here for further contact information](#)

## **Feedback and Contact Details**

Enquiries and feedback regarding the proposed structure should be addressed to:

SCHN:

Dr Joanne Ging

Executive Director Clinical Operations

Email: [Joanne.Ging@health.nsw.gov.au](mailto:Joanne.Ging@health.nsw.gov.au)

Phone: (02) 7825 3243

HNELHD:

Dr Paul Craven

Executive Director Children, Young People & Families Services

Email: [Paul.Craven@health.nsw.gov.au](mailto:Paul.Craven@health.nsw.gov.au)

Phone: (02) 4921 4940



## Appendix A – Position Descriptions

The position descriptions for the proposed roles are located within this Consultation Document as detailed in the table below.

<b>Position</b>	<b>Page Number</b>
Senior Manager - HSM5	18
Project Lead - HSM 4	25
Clinical Lead - Medical - Staff Specialist	32
Clinical Lead – Nursing - Nurse Manager Grade 4	39
Clinical Lead - Allied Health - Health Professional Level 7 Grade 1	46
Project & Education Officer - Allied Health - Health Professionals Level 5	54
Administration Officer - Level 5	63

**POSITION DESCRIPTION**



<b>POSITION TITLE</b>	Senior Manager, NSW Health Children Young People and Families Health Network (CYPFHN)
<b>POSITION NUMBER</b>	TBA
<b>AWARD</b>	Health Managers (State) Award
<b>POSITION CLASSIFICATION</b>	Health Manager Level 5
<b>LOCATION</b>	Negotiable
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PRIMARY PURPOSE</b>	<p>Following the recent review of the Children’s Healthcare Network the newly formed Senior Manager Children, Young People and Families Health Network (CYPFHN) will be responsible for the leadership, strategic direction, and management of the CYPFHN. CYPFHN is a statewide service hosted by Sydney Children’s Hospitals Network (SCHN) and Hunter New England Local Health District (HNELHD). The Senior Manager will work under the leadership of the SCHN Executive Director Clinical Operations (EDCO) and the HNELHD Executive Director Clinical Operations, Children, Young People and Families (EDCO CYPF) as well as work collaboratively with the Ministry of Health.</p> <p>The Senior Manager has leadership and management responsibility for leading and managing the CYPFHN, a diverse and dispersed team, to successfully deliver priority change projects and other strategic initiatives that will support statewide strategic directions and priorities for children, young people and families in the NSW health system.</p> <p>The Senior Manager will be accountable for the planning, development, coordination, delivery and reporting of CYPFHN activities.</p> <p>The Senior Manager will be pivotal in forming, developing and maintaining strategic relationships with Local Health Districts (LHDs)/Specialty Health Networks(SHNs), NSW Health agencies as well as other relevant networks, groups and communities of practice.</p>

## KEY ACCOUNTABILITIES

1. Lead and manage a diverse team of clinical, project and administrative staff working across NSW with direct reporting to the SCHN EDCO and HNELHD EDCO CYPF.
2. Lead, facilitate and manage change and provide leadership for the ongoing development, planning and implementation of change management initiatives.
3. Provide effective and innovative leadership and management, to ensure the delivery of quality implementation of designated projects in accordance with operational and clinical requirements and strategic directions.
4. Lead and manage the design, implementation, delivery, monitoring and evaluation of the CYPFHN annual workplan, in consultation with key stakeholders including the Ministry of Health, local health districts, and specialty health networks.
5. Demonstrate high level independent and transparent decision making developing and implementing strategies to enable the continuous review of operations to improve the quality of CYPFHN activities, and facilitate consultation, performance feedback and collaboration with key stakeholders to enhance service quality, accessibility, and responsiveness.
6. Accountable for the management of CYPFHN operational plans and budgets to ensure costs of operations are monitored, prioritised activities are completed and high quality, efficient services are provided.
7. Lead and facilitate strategic and business planning processes for CYPFHN, to ensure that plans are informed by high quality service strategy advice and focus on system priorities and patient outcomes.
8. Develop and implement a range of communication strategies to establish and maintain strategic relationships with a broad range of stakeholders, including the Ministry of Health, local health districts, speciality health networks, statewide agencies, and other relevant groups.
9. Provide strategic, high-quality advice and reports to the Senior Executive, including the EDCO SCHN; EDCO CYPF HNELHD; and the NSW Chief Paediatrician

<b>KEY CHALLENGES</b>	Engage, lead, and support innovation by NSW Health staff implementing service improvement and redesign initiatives, in a dynamic and rapidly changing environment.	
	Develop and maintain effective relationships and collaborative working arrangements with a diverse range of internal and external stakeholders.	
	Operate in a high-pressured, complex environment with short timeframes and conflicting priorities. The role holder must be a clear, strategic thinker with a capacity to analyse issues and develop appropriate solutions, engaging senior executives as appropriate.	
<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. CYPFHN Senior Executive	Escalate and provide high level advice to the CYPFHN Executive about the effective and efficient delivery of CYPFHN operations.  Work with CYPFHN Executive to develop and implement strategic and operational/work plans. Monitor and report on operational performance including KPI's, performance against strategic and operational priorities.
	2. CYPFHN staff	Manage and provide leadership; support and collaborate to enable delivery of the CYPFHN workplan with a focus on best-practice patient care and outcomes.
	3. Ministry of Health	Work collaboratively with the Ministry and relevant advisory committees to scope, develop and operationalise implementation plans to improve the health of children, young people and families in NSW.  Establish and maintain effective communication and relationships to ensure the implementation of policy and programs to the highest standard.
<b>KEY RELATIONSHIPS (external)</b>	<b>WHO</b>	<b>WHY</b>
	1. System wide stakeholders	Work collaboratively with LHD Paediatric Clinical Nurse Consultants, clinical staff, senior management and executive stakeholders from LHDs and SHNs, clinical networks, peer groups and communities of practice to implement statewide priority projects and support best outcomes for the health of children, young people, and families in NSW.
	2. Statewide agencies and pillars	Develop and maintain relationships and partnerships with key stakeholders such as the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC), Ministry of Health, Health Education and Training (HETI).
<b>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).

<b>FINANCIAL DELEGATION</b>	<input checked="" type="checkbox"/> As per delegation manual
<b>ESSENTIAL REQUIREMENTS</b> (700 characters in word)	<p><b>Vaccination Category: B</b></p> <p><b>WWCC: Yes</b></p> <p><b>Qualifications/ Licenses/ Registrations (award requirement):</b> Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</p> <p><b>Work Health and Safety:</b></p> <p><input checked="" type="checkbox"/> <b>Supervisor</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p>
<b>SELECTION CRITERIA</b>	<ol style="list-style-type: none"> <li>1. Relevant tertiary and/or post graduate qualifications with demonstrated extensive experience in senior leadership and management of health services including children and young people’s health.</li> <li>2. Demonstrated ability in program and project management, including the ability to manage resources effectively and efficiently to ensure the achievement of budget and performance targets in a healthcare setting.</li> <li>3. Demonstrated senior leadership skills and demonstrated ability to manage human, financial and physical resources effectively and efficiently to ensure the achievement of budget and performance targets</li> <li>4. Demonstrated advanced interpersonal, verbal and written communication, consultation and negotiation skills to build and maintain collaborative relationships with a diverse range of stakeholders.</li> <li>5. Demonstrated ability to build effective teams, motivate, mentor and engage staff in different working groups, including the ability to lead, implement and champion change and redesign.</li> <li>6. Demonstrated ability in clinical operations management including strategic/business planning, workforce strategy, service design, people and financial management, integration, and evaluation skills to ensure available resources are used effectively.</li> <li>7. Demonstrated senior management experience in a large and complex organisation, as well as proven management experience in policy, legislation and regulation development, implementation, evaluation and review, and program management from design to evaluation.</li> </ol>
<b>OTHER REQUIREMENTS</b>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with NSW Health Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>

NSW Public Sector Capability Framework			
Capability Group	Focus	Capability Name	Level
 Personal Attributes		<input type="checkbox"/> Display Resilience and Courage	Highly Advanced
		<input type="checkbox"/> Act with Integrity	Advanced
		<input type="checkbox"/> Manage Self	Highly Advanced
		<input type="checkbox"/> Value Diversity	Advanced
 Relationships		<input type="checkbox"/> Communicate Effectively	Highly Advanced
		<input type="checkbox"/> Commit to Customer Service	Advanced
		<input type="checkbox"/> Work Collaboratively	Advanced
		<input type="checkbox"/> Influence and Negotiate	Highly Advanced
 Results		<input type="checkbox"/> Deliver Results	Highly Advanced
		<input type="checkbox"/> Plan and Prioritise	Advanced
		<input type="checkbox"/> Think and Solve Problems	Highly Advanced
		<input type="checkbox"/> Demonstrate Accountability	Highly Advanced
 Business Enablers		<input type="checkbox"/> Finance	Advanced
		<input type="checkbox"/> Technology	Adept
		<input type="checkbox"/> Procurement and Contract Management	Adept
		<input type="checkbox"/> Project Management	Highly Advanced
 People Management		<input type="checkbox"/> Manage and Develop People	Highly Advanced
		<input type="checkbox"/> Inspire Direction and Purpose	Highly Advanced
		<input type="checkbox"/> Optimise Business Outcomes	Highly Advanced
		<input type="checkbox"/> Manage Reform and Change	Highly Advanced

### Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

**This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

#### Job Demands Frequency Key:

- I = Infrequent**      intermittent activity exists for a short time on a very infrequent basis
- O = Occasional**    activity exists up to 1/3 of the time when performing the job
- F = Frequent**        activity exists between 1/3 and 2/3 of the time when performing the job
- C = Constant**        activity exists for more than 2/3 or the time when performing the job
- R = Repetitive**        activity involved repetitive movements
- N = Not Applicable** activity is not required to perform the job

**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSORY DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Sight</b> – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hearing</b> – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Smell</b> – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Taste</b> – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Touch</b> – use of touch is an integral part of work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PSYCHOSOCIAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Distressed People</b> – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aggressive and Uncooperative People</b> – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unpredictable People</b> – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restraining</b> – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Distressing Situations</b> – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					

	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Dust</b> – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gases</b> – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fumes</b> – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liquids</b> – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous Substances</b> – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting</b> – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working At Heights</b> – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>









<b>POSITION TITLE</b>	Project Lead, NSW Health Children Young People and Families Health Network (CYPFHN)
<b>POSITION NUMBER</b>	TBA
<b>AWARD</b>	Health Manager (State) Award
<b>POSITION CLASSIFICATION</b>	Health Manager Level 4
<b>LOCATION</b>	Negotiable
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PRIMARY PURPOSE</b>	<p>The Project Lead, Children Young People and Families Health Network (CYPFHN) is responsible for the planning and execution of robust project and change methodology. This position provides program management oversight and advice to the Senior Manager, CYPFHN, to facilitate the delivery of quality implementation of designated projects in accordance with the operational and clinical requirements of strategic directions.</p> <p>CYPFHN is a statewide service hosted by Sydney Children’s Hospital Network (SCHN) and Hunter New England Local Health District (HNELHD). CYPFHN is a diverse, multidisciplinary dispersed team. The key purpose of CYPFHN is to support statewide implementation of strategic priorities for the health of children, young people and families. CYPFHN works system wide, working collaboratively with clinical staff, senior management, and executive stakeholders from local health districts and specialty health networks, NSW Health agencies, clinical networks, peer groups and communities of practice to implement statewide priority projects. Projects typically focus on the implementation of change or other key initiatives aligned with the strategic directions for children, young people and families in NSW.</p>

## KEY ACCOUNTABILITIES

1. Working collaboratively with the CYPFHN team, provide change and project management expertise including project planning and negotiation, stakeholder engagement, implementation, milestone reporting, and evaluation. Provide expert advice and leadership and build capability in project delivery.
2. Assist in the effective design, implementation, delivery, monitoring, and evaluation of the CYPFHN annual workplan and associated initiatives, in consultation with key stakeholders including the Ministry of Health, local health districts, and speciality health networks. Including providing updates, advice and reports, identify opportunities and escalate risks to the Senior Manager as required.
3. Foster strong working relationships with key internal and external stakeholders through effective communication, negotiation and issues management to grow collaboration, leverage expertise and maximise opportunities to enhance engagement and outcomes with key stakeholders to optimise engagement, consultation, negotiation, and facilitation of CYPFHN activities.
4. Communicate and consult with key stakeholders in a professional, clear and timely manner to support the ongoing development, delivery and evaluation of projects and activities of the CYPFHN and to minimise and address conflicts and potential conflicts.
5. Provide high level advice and support to local health districts and specialty health networks to implement strategic priorities for the health of children, young people and families in NSW. Understand and keep abreast of pertinent issues for CYPF services in NSW ensuring there is a two-way flow of information between CYPFHN and local health district CYPF services /speciality health networks.
6. Prepare high quality written advice such as reports, briefs, emails and discussion papers to inform, respond to requests, or initiate consideration of new or emerging issues related to the implementation, monitoring, reporting and evaluation of projects and programs.
7. Travel within NSW to attend in person meetings with local health districts and specialty health networks and NSW Health agency staff as well as other relevant stakeholders is a requirement of this role.

KEY CHALLENGES	Work collaboratively with a wide range of districts, speciality networks and multidisciplinary teams with different experience and expertise.	
	Managing competing demands, priorities and expectations of stakeholders from across NSW whilst communicating effectively with these stakeholders by utilising formal and informal communication channels.	
	Navigating the complexity of the health system to achieves objectives of the CYPFHN, including creating, leading and maintaining a constructive workplace culture.	
KEY RELATIONSHIPS (internal)	<b>WHO</b>	<b>WHY</b>
	1. CYPFHN Senior-Manager	Line management of CYPFHN project resources, delivery of project aims and outcomes on time and on budget.
	2. CYPFHN staff	Work as part of the multidisciplinary team and build capability.
KEY RELATIONSHIPS (external)	<b>WHO</b>	<b>WHY</b>
	1. System wide stakeholders	Work collaboratively with clinical staff, senior management and executive stakeholders from local health districts and specialty health networks, clinical networks, peer groups and communities of practice to implement statewide priority projects and support best outcomes for the health of children, young people, and families in NSW.
	2. Statewide agencies and pillars	Develop and maintain relationships and partnerships with key stakeholders such as the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC), Ministry of Health, Health Education and Training (HETI).
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS	<b>Vaccination Category (A or B): B</b> <b>WWCC (Yes/No): Yes</b> <b>Qualifications/ Licenses/ Registrations (award requirement):</b> Relevant tertiary and/or post graduate qualifications and experience in project management for health services.  Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.	

<b>SELECTION CRITERIA</b>	<p><b>Work Health and Safety:</b></p> <p><input checked="" type="checkbox"/> <b>Supervisor</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <ol style="list-style-type: none"> <li>1. Relevant tertiary and/or post graduate qualifications in a relevant field or equivalent demonstrated substantial work experience in project management for health services, or a combination of study and work experience.</li> <li>2. Demonstrated experience in the full role of project management activities including project planning and negotiation, stakeholder engagement, implementation, milestone reporting, and plan for evaluation.</li> <li>3. A proven track record of working successfully with other professionals and disciplines of as part of a senior management team with demonstrated ability to interact with people at all levels, create and sustain partnerships across entities, motivate and influence others.</li> <li>4. Demonstrated leadership experience, ability to empower and motivate teams, highly developed interpersonal and negotiation skills incorporating a high standard of communication skills.</li> <li>5. Demonstrated experience in analysing and interpreting complex information and data.</li> <li>6. Demonstrated experience in providing support and mentoring others to facilitate implementation and management of projects to achieve organisational goals and objectives.</li> <li>7. Evidence of effective time-management and organisational skills with ability to prioritise competing demands and competence in the use of Microsoft Office and a range of computer systems.</li> <li>8. Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</li> </ol>
<b>OTHER REQUIREMENTS</b>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with SCHN/HNELHD Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current SCHN/HNELHD and NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>

NSW Public Sector Capability Framework			
Capability Group	Focus	Capability Name	Level
		<input type="checkbox"/> Display Resilience and Courage	Advanced
		<input type="checkbox"/> Act with Integrity	Adept
		<input type="checkbox"/> Manage Self	Advanced
		<input type="checkbox"/> Value Diversity	Adept
		<input type="checkbox"/> Communicate Effectively	Advanced
		<input type="checkbox"/> Commit to Customer Service	Adept
		<input type="checkbox"/> Work Collaboratively	Advanced
		<input type="checkbox"/> Influence and Negotiate	Advanced
		<input type="checkbox"/> Deliver Results	Advanced
		<input type="checkbox"/> Plan and Prioritise	Adept
		<input type="checkbox"/> Think and Solve Problems	Advanced
		<input type="checkbox"/> Demonstrate Accountability	Advanced
		<input type="checkbox"/> Finance	Adept
		<input type="checkbox"/> Technology	Adept
		<input type="checkbox"/> Procurement and Contract Management	Adept
		<input type="checkbox"/> Project Management	Advanced
		<input type="checkbox"/> Manage and Develop People	N/A
		<input type="checkbox"/> Inspire Direction and Purpose	N/A
		<input type="checkbox"/> Optimise Business Outcomes	N/A
		<input type="checkbox"/> Manage Reform and Change	N/A

### Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

**This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

#### Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis
- O = Occasional** activity exists up to 1/3 of the time when performing the job
- F = Frequent** activity exists between 1/3 and 2/3 of the time when performing the job
- C = Constant** activity exists for more than 2/3 or the time when performing the job
- R = Repetitive** activity involved repetitive movements
- N = Not Applicable** activity is not required to perform the job

**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSORY DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Sight</b> – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hearing</b> – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Smell</b> – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Taste</b> – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Touch</b> – use of touch is an integral part of work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PSYCHOSOCIAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Distressed People</b> – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aggressive and Uncooperative People</b> – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unpredictable People</b> – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restraining</b> – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Distressing Situations</b> – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>

<b>Dust</b> – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gases</b> – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fumes</b> – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liquids</b> – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous Substances</b> – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting</b> – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working At Heights</b> – ladders/stapladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>POSITION TITLE</b>	Clinical Lead - Medical, NSW Health Children Young People and Families Health Network (CYPFHN)
<b>POSITION NUMBER</b>	TBA
<b>AWARD</b>	Medical: Staff Specialists (State) Award
<b>POSITION CLASSIFICATION</b>	Medical: Senior Staff Specialist Level 1
<b>LOCATION</b>	Negotiable
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PRIMARY PURPOSE</b>	<p>The Clinical Lead – Medical Children Young People and Families Health Network (CYPFHN) is responsible for providing clinical expertise, understanding and leadership in medical care for children and young people.</p> <p>The Clinical Lead – Medical will build relationships and actively engage with project team members and stakeholders to ensure consideration and inclusion of a clinical perspective to the work of CYPFHN.</p> <p>This is a non-clinical position.</p> <p>CYPFHN is a statewide service hosted by Sydney Children’s Hospitals Network (SCHN) and Hunter New England Local Health District (HNELHD). CYPFHN is a diverse, multidisciplinary, dispersed team. The key purpose of CYPFHN is to support statewide implementation of strategic priorities for the health of children, young people and families. CYPFHN works system wide, working collaboratively with clinical staff, senior management, and executive stakeholders from Local Health Districts (LHDs) and Specialty Health Networks (SHNs), NSW Health agencies, clinical networks, peer groups and communities of practice to implement statewide priority projects. Projects typically focus on the implementation of change or other key initiatives aligned with the strategic directions for children, young people and families in NSW.</p>








## KEY ACCOUNTABILITIES

1. Provide expert clinical (Medical) knowledge, and support to CYPFHN Senior Manager, multidisciplinary team and to other key stakeholders in consultancy role integrating clinical expertise, health systems understanding and knowledge, leadership and management expertise to work with and support LHDs and SHNs with the planning and implementation of priority projects.
2. Identify and communicate the relevance and key elements of priority projects to medical and other health system directors, managers and clinicians and to the broader multidisciplinary team.
3. Working collaboratively with the CYPFHN team, contribute clinical expertise, health system understanding and knowledge, and provide project management expertise including project planning and negotiation, stakeholder engagement, implementation, milestone reporting, and evaluation. Provide expert advice and leadership and build capability in project delivery.
4. Assist in the effective design, implementation, delivery, monitoring and evaluation of the CYPFHN annual workplan and associated initiatives, in consultation with key stakeholders including the Ministry of Health, LHDs, and SHNs. Including providing updates, advice and reports, identifying opportunities and escalating risks to Senior Manager as required.
5. Foster strong working relationships with key internal and external stakeholders through effective communication, negotiation and issues management to grow collaboration, leverage expertise and maximise opportunities to enhance engagement and outcomes with key clinical stakeholders to optimise engagement, consultation, negotiation, and facilitation of CYPFHN activities.
6. Provide high level advice and support to LHDs and SHNs to implement strategic priorities for the health of children, young people and families in NSW. Understand and keep abreast of pertinent issues for CYPF services in NSW ensuring there is a two-way flow of information between CYPFHN and LHD CYPF services /SHNs.
7. Prepare high quality written advice such as reports, briefs, emails and discussion papers to inform, respond to requests, or initiate consideration of new or emerging issues related to the implementation, monitoring, reporting and evaluation of projects and programs.
8. Travel within NSW to attend in person meetings with LHDs and SHNs and NSW Health agency staff as well as other relevant stakeholders is a requirement of this role.

<b>KEY CHALLENGES</b>	Work collaboratively with a wide range of districts, specialty networks and multidisciplinary teams with different levels of paediatric experience and expertise.	
	Managing competing demands, priorities and expectations of stakeholders from across NSW, whilst communicating effectively with these stakeholders by utilising formal and informal communication channels.	
	Navigating the complexity of the health system to achieves objectives of the CYPFHN, including creating, leading and maintaining a constructive workplace culture.	
<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. CYPFHN Senior Manager	Line management of CYPFHN project resources, delivery of project aims and outcomes on time and on budget.
	2. CYPFHN staff	Work as part of the multidisciplinary team and build capability.
<b>KEY RELATIONSHIPS (external)</b>	<b>WHO</b>	<b>WHY</b>
	1. System wide stakeholders	Work collaboratively with clinical staff, senior management and executive stakeholders from LHDs and SHNs, clinical networks, peer groups and communities of practice to implement statewide priority projects and support best outcomes for the health of children, young people, and families in NSW.
	2. Statewide agencies and pillars	Develop and maintain relationships and partnerships with key stakeholders such as the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC), Ministry of Health, Health Education and Training (HETI).
<b>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
<b>FINANCIAL DELEGATION</b>	<input checked="" type="checkbox"/> As per delegation manual	

<b>ESSENTIAL REQUIREMENTS</b>	<p><b>Vaccination Category (A or B): B</b></p> <p><b>WWCC (Yes/No): Yes</b></p> <p>Registration with the Medical Board of Australia.</p> <p>Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</p> <p><b>Work Health and Safety:</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p>
<b>SELECTION CRITERIA</b>	<ol style="list-style-type: none"> <li>1. Eligible for registration with the Medical Board of Australia as a Specialist Paediatrician and/or overseas trained specialist pathway. Demonstrated substantial experience in paediatrics, child health or young people’s health.</li> <li>2. Demonstrated experience in delivering strategic initiatives and leading clinical improvement projects including project planning and negotiation, stakeholder engagement, implementation, milestone reporting, and plan for evaluation.</li> <li>3. Demonstrated experience in successfully engaging clinical practitioners and different stakeholders at all levels of an organisation to create and sustain partnerships across entities, motivate and influence others.</li> <li>4. Demonstrated leadership qualities, with experience in empowering and motivating teams, highly developed interpersonal, negotiation and communication skills, incorporating a high standard of oral and written communication skills.</li> <li>5. Demonstrated experience in analysing and interpreting complex information and data and competence in the use of Microsoft Office and a range of computer systems.</li> <li>6. Demonstrated in providing support and mentoring others to facilitate implementation and management of projects in order to achieve organisational goals and objectives.</li> <li>7. Ability to contribute to planning and implementation of priority projects in paediatric settings with sound understanding of the broader policy and strategic context.</li> <li>8. Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</li> </ol>
<b>OTHER REQUIREMENTS</b>	<p>The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of NSW Health, and in line with the NSW Health Code of Conduct. The following specific requirements should be noted:</p> <p><b>Qualifications</b> Relevant qualification</p> <p><b>Vaccination</b> Category A</p> <p><b>Workplace Culture</b> Model the NSW Health CORE values and ensure all workplace conduct is consistent with the behaviours associated with those values and the NSW Health Code of Conduct.</p> <p><b>Finance and Assets</b> Manage allocated finance and resources efficiently and effectively in accordance with SCHN Delegations Manual (and supporting corporate policies and documentation). This may include, but not be limited to, management of an</p>

	<p>allocated budget, assets and stores, corporate records, intellectual property and personnel records.</p> <p><b>Risk Management</b> Undertake business unit risk planning and risk assessments, ensuring competence in risk management and assessment. Understand and abide by the organisation's risk policies, developing an understanding of the operational and risk management context, managing risk accordingly.</p> <p><b>Work Health and Safety</b> Workers have a positive duty to demonstrate commitment to safety. This includes taking reasonable care for your own safety and others, participating with consultation arrangements and complying with work health and safety legislation, policies, procedures and safety instructions.</p> <p><b>Workplace Diversity</b> Comply with and participate in the organisations workplace diversity policies and procedures.</p> <p><b>Training</b> Comply with and participate in the organisation's training programs and policies, including participation in mandatory training.</p> <p><b>Performance Review</b> A performance assessment will be conducted within three (3) months following commencement of employment. At least every twelve (12) months, a performance review will be undertaken. Understand and practice person centred care.</p>
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NSW Public Sector Capability Framework			
Capability Group	Focus	Capability Name	Level
 Personal Attributes		<input type="checkbox"/> Display Resilience and Courage	Advanced
		<input type="checkbox"/> Act with Integrity	Adept
		<input type="checkbox"/> Manage Self	Advanced
		<input type="checkbox"/> Value Diversity	Adept
 Relationships		<input type="checkbox"/> Communicate Effectively	Advanced
		<input type="checkbox"/> Commit to Customer Service	Adept
		<input type="checkbox"/> Work Collaboratively	Advanced
		<input type="checkbox"/> Influence and Negotiate	Advanced
 Results		<input type="checkbox"/> Deliver Results	Advanced
		<input type="checkbox"/> Plan and Prioritise	Advanced
		<input type="checkbox"/> Think and Solve Problems	Advanced
		<input type="checkbox"/> Demonstrate Accountability	Advanced
 Business Enablers		<input type="checkbox"/> Finance	Adept
		<input type="checkbox"/> Technology	Adept
		<input type="checkbox"/> Procurement and Contract Management	Adept
		<input type="checkbox"/> Project Management	Advanced
 People Management		<input type="checkbox"/> Manage and Develop People	N/A
		<input type="checkbox"/> Inspire Direction and Purpose	N/A
		<input type="checkbox"/> Optimise Business Outcomes	N/A
		<input type="checkbox"/> Manage Reform and Change	N/A

## Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. **This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

### Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis  
**O = Occasional** activity exists up to 1/3 of the time when performing the job  
**F = Frequent** activity exists between 1/3 and 2/3 of the time when performing the job  
**C = Constant** activity exists for more than 2/3 or the time when performing the job  
**R = Repetitive** activity involved repetitive movements  
**N = Not Applicable** activity is not required to perform the job  
**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSORY DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					

	N	I	O	F	C	R
<b>Sight</b> – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hearing</b> – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Smell</b> – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Taste</b> – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Touch</b> – use of touch is an integral part of work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PSYCHOSOCIAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	N	I	O	F	C	R
<b>Distressed People</b> – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aggressive and Uncooperative People</b> – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unpredictable People</b> – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restraining</b> – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Distressing Situations</b> – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	N	I	O	F	C	R
<b>Dust</b> – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gases</b> – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fumes</b> – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liquids</b> – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous Substances</b> – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting</b> – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working At Heights</b> – ladders/stapladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**POSITION DESCRIPTION**





**It starts with me**

C ollaboration

O penness

R espect

E mpowerment

<b>POSITION TITLE</b>	Clinical Lead – Nurse, NSW Health Children Young People and Families Health Network (CYPFHN)
<b>POSITION NUMBER</b>	TBA
<b>AWARD</b>	Nurses’ and Midwives (State) Award
<b>POSITION CLASSIFICATION</b>	Nurse Manager Grade 4
<b>LOCATION</b>	Negotiable
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PRIMARY PURPOSE</b>	<p>The Clinical Lead Nurse, Children Young People and Families Health Network (CYPFHN) will be responsible for providing expert clinical knowledge in nursing, including leadership and clinical operational advice to improve care for children and young people.</p> <p>The Clinical Lead - Nurse will build relationships and actively engage with project team members and stakeholders to ensure consideration and inclusion of a clinical perspective to the work of CYPFHN.</p> <p>CYPFHN is a statewide service hosted by Sydney Children’s Hospitals Network (SCHN) and Hunter New England Local Health District (HNELHD). CYPFHN is a diverse, multidisciplinary, dispersed team. The key purpose of CYPFHN is to support statewide implementation of strategic priorities for the health of children, young people and families. CYPFHN works system wide, working collaboratively with clinical staff, senior management, and executive stakeholders from Local Health Districts (LHDs) and Specialty Health Networks (SHNs), NSW Health agencies, clinical networks, peer groups and communities of practice to implement statewide priority projects. Projects typically focus on the implementation of change or other key initiatives aligned with the strategic directions for children, young people and families in NSW.</p>

## KEY ACCOUNTABILITIES


1. Provide expert clinical (Nursing) knowledge, and support to CYPFHN Senior Manager, multidisciplinary team and to other key stakeholders in consultancy role integrating clinical expertise, health systems understanding and knowledge, leadership and management expertise to work with and support LHDs and SHNs with the planning and implementation of priority projects.
2. Identify and communicate the relevance and key elements of priority projects to nursing and other health system directors, managers and clinicians and to the broader multidisciplinary team.
3. Working collaboratively with the CYPFHN team, contribute clinical expertise, health system understanding and knowledge, and provide project management expertise including project planning and negotiation, stakeholder engagement, implementation, milestone reporting, and evaluation. Provide expert advice and leadership and build capability in project delivery.
4. Assist in the effective design, implementation, delivery, monitoring and evaluation of the CYPFHN annual workplan and associated initiatives, in consultation with key stakeholders including the Ministry of Health, LHDs, and SHNs. Including providing updates, advice and reports, identifying opportunities and escalating risks to Senior Manager as required.
5. Foster strong working relationships with key internal and external stakeholders through effective communication, negotiation and issues management to grow collaboration, leverage expertise and maximise opportunities to enhance engagement and outcomes with key clinical stakeholders to optimise engagement, consultation, negotiation, and facilitation of CYPFHN activities.
6. Provide high level advice and support to LHDs and SHNs to implement strategic priorities for the health of children, young people and families in NSW. Understand and keep abreast of pertinent issues for CYPF services in NSW ensuring there is a two-way flow of information between CYPFHN and LHD CYPF services /SHNs.
7. Prepare high quality written advice such as reports, briefs, emails and discussion papers to inform, respond to requests, or initiate consideration of new or emerging issues related to the implementation, monitoring, reporting and evaluation of projects and programs.
8. Travel within NSW to attend in person meetings with LHDs and SHNs and NSW Health agency staff as well as other relevant stakeholders is a requirement of this role.



<b>KEY CHALLENGES</b>	Work collaboratively with a wide range of districts, Speciality Networks and multidisciplinary teams with different levels of paediatric experience and expertise.	
	Managing competing demands, priorities and expectations of stakeholders from across NSW, whilst communicating effectively with these stakeholders by utilising formal and informal communication channels.	
	Navigating the complexity of the health system to achieves objectives of the CYPFHN, including creating, leading and maintaining a constructive workplace culture.	
<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. CYPFHN Senior Manager	Line management of CYPFHN project resources, delivery of project aims and outcomes on time and on budget.
	2. CYPFHN staff	Work as part of the multidisciplinary team and build capability.
	3. Director Nursing, Midwifery and Education SCHN or CYPF HNELHD	Professional accountability
<b>KEY RELATIONSHIPS (external)</b>	<b>WHO</b>	<b>WHY</b>
	1. System wide stakeholders	Work collaboratively with clinical staff, senior management and executive stakeholders from LHDs and SHNs, clinical networks, peer groups and communities of practice to implement statewide priority projects and support best outcomes for the health of children, young people, and families in NSW.
	2. Statewide agencies and pillars	Develop and maintain relationships and partnerships with key stakeholders such as the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC), Ministry of Health, Health Education and Training (HETI).
<b>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
<b>FINANCIAL DELEGATION</b>	<input checked="" type="checkbox"/> As per delegation manual	

<p><b>ESSENTIAL REQUIREMENTS</b></p>	<p><b>Vaccination Category (A or B): B</b></p> <p><b>WWCC (Yes/No): Yes</b></p> <p><b>Qualifications/ Licenses/ Registrations (award requirement):</b>          Current Authority to Practice as a registered nurse with the Australian Health Practitioner Regulation Authority (AHPRA).</p> <p>Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</p> <hr/> <p><b>Work Health and Safety:</b></p> <p><input checked="" type="checkbox"/> <b>Supervisor</b></p> <p>As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p>
<p><b>SELECTION CRITERIA</b></p>	<ol style="list-style-type: none"> <li>1. Current Authority to Practice as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with relevant tertiary and/or post graduate qualifications with substantial clinical experience in paediatrics, child health or young people’s health as well as management or project management qualification and/or experience in a healthcare setting.</li> <li>2. Demonstrated experience in delivering strategic initiatives leading clinical improvement projects including project planning and negotiation, stakeholder engagement, implementation, milestone reporting, and plan for evaluation.</li> <li>3. Demonstrated experience in successfully engaging clinical practitioners and different stakeholders at all levels of an organisation to create and sustain partnerships across entities, motivate and influence others.</li> <li>4. Demonstrated leadership qualities, with experience in empowering and motivating teams, highly developed interpersonal, negotiation and communication skills, incorporating a high standard of oral and written communication skills.</li> <li>5. Demonstrated experience in analysing and interpreting complex information and data and competence in the use of Microsoft Office and a range of computer systems.</li> <li>6. Demonstrated in providing support and mentoring others to facilitate implementation and management of projects in order to achieve organisational goals and objectives.</li> <li>7. Ability to contribute to planning and implementation of priority projects in paediatric settings with sound understanding of the broader policy and strategic context.</li> <li>8. Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</li> </ol>
<p><b>OTHER REQUIREMENTS</b></p>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p>

	<p>Be familiar with NSW Health and SCHN/HNELHD Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current NSW Health, SCHN/HNELHD policies and procedures, including the NSW Health Code of Conduct.</p>
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NSW Public Sector Capability Framework			
Capability Group	Focus	Capability Name	Level
 Personal Attributes		<input type="checkbox"/> Display Resilience and Courage	Advanced
		<input type="checkbox"/> Act with Integrity	Adept
		<input type="checkbox"/> Manage Self	Advanced
		<input type="checkbox"/> Value Diversity	Adept
 Relationships		<input type="checkbox"/> Communicate Effectively	Advanced
		<input type="checkbox"/> Commit to Customer Service	Adept
		<input type="checkbox"/> Work Collaboratively	Advanced
		<input type="checkbox"/> Influence and Negotiate	Advanced
 Results		<input type="checkbox"/> Deliver Results	Advanced
		<input type="checkbox"/> Plan and Prioritise	Advanced
		<input type="checkbox"/> Think and Solve Problems	Advanced
		<input type="checkbox"/> Demonstrate Accountability	Advanced
 Business Enablers		<input type="checkbox"/> Finance	Adept
		<input type="checkbox"/> Technology	Adept
		<input type="checkbox"/> Procurement and Contract Management	Adept
		<input type="checkbox"/> Project Management	Advanced
 People Management		<input type="checkbox"/> Manage and Develop People	N/A
		<input type="checkbox"/> Inspire Direction and Purpose	N/A
		<input type="checkbox"/> Optimise Business Outcomes	N/A
		<input type="checkbox"/> Manage Reform and Change	N/A

### Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. **This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

#### Job Demands Frequency Key:

- I = Infrequent**      intermittent activity exists for a short time on a very infrequent basis
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- F = Frequent**        activity exists between 1/3 and 2/3 of the time when performing the job
- C = Constant**       activity exists for more than 2/3 or the time when performing the job
- R = Repetitive**      activity involved repetitive movements
- N = Not Applicable** activity is not required to perform the job

**Note:** any entries not assigned a value will be automatically set to "N"

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENSORY DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sight</b> – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hearing</b> – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Smell</b> – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Taste</b> – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Touch</b> – use of touch is an integral part of work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Distressed People</b> – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Aggressive and Uncooperative People</b> – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unpredictable People</b> – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restraining</b> – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Distressing Situations</b> – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Dust</b> – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gases</b> – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fumes</b> – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liquids</b> – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous Substances</b> – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting</b> – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working At Heights</b> – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**POSITION DESCRIPTION**



<b>POSITION TITLE</b>	Clinical Lead – Allied Health, NSW Health Children Young People and Families Health Network (CYPFHN)
<b>POSITION NUMBER</b>	TBA
<b>AWARD</b>	Health Professionals (State) Award
<b>POSITION CLASSIFICATION</b>	Level 7 Grade 1 Art Therapy, Audiology, Counselling, Dietetics, Diversional Therapy, Exercise Physiology, Genetic Counselling, Music Therapy, Occupational Therapy, Orthoptics, Orthotics/Prosthetics, Physiotherapy, Child Life Therapy, Podiatry, Sexual Assault Work, Social Work, Speech Pathology, Welfare Pharmacy (Grade 5) Psychology (Senior, Clinical, Senior Clinical)
<b>LOCATION</b>	Negotiable
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**PRIMARY PURPOSE**

The Clinical Lead for Allied Health, in Children Young People and Families Health Network (CYPFHN) is responsible for providing allied health expertise and leadership in paediatric care.

The position will have a specific responsibility for allied health clinical advice and leadership to CYPFHN and other key internal and external stakeholders. This role will provide expertise and support to programs, projects and initiatives, and bring a clear Allied Health clinical voice to the work of CYPFHN.

CYPFHN is a statewide service hosted by SCHN and HNELHD. CYPFHN is a diverse, multidisciplinary, dispersed team. The key purpose of CYPFHN is to support statewide implementation of strategic priorities for the health of children, young people and families. CYPFHN works system wide, working collaboratively with clinical staff, senior management, and executive stakeholders from Local Health Districts (LHDs) and Specialty Health Networks (SHNs), NSW Health agencies, clinical networks, peer groups and communities of practice to implement statewide priority projects. Projects typically focus on the implementation of change or other key initiatives aligned with the strategic directions for children, young people and families in NSW.

## KEY ACCOUNTABILITIES






1. Provide expert clinical (Allied Health) knowledge, and support to CYPFHN Senior Manager, multidisciplinary team and to other key stakeholders in consultancy role integrating clinical expertise, health system understanding and knowledge, leadership and management expertise to work with and support LHDs and SHNs with the planning and implementation of priority projects.
2. Identify and communicate the relevance and key elements of priority projects to allied health and other health system directors, managers and clinicians and to the broader multidisciplinary team.
3. Working collaboratively with the CYPFHN team, contribute clinical expertise, health system understanding and knowledge, and provide project management expertise including project planning and negotiation, stakeholder engagement, implementation, milestone reporting, and evaluation. Provide expert advice and leadership and build capability in project delivery.
4. Assist in the effective design, implementation, delivery, monitoring and evaluation of the CYPFHN annual workplan and associated initiatives, in consultation with key stakeholders including the Ministry of Health, LHDs and SHNs. Including providing updates, advice and reports, identifying opportunities and escalating risks to Senior Manager as required.
5. Foster strong working relationships with key internal and external stakeholders through effective communication, negotiation and issues management to grow collaboration, leverage expertise and maximise opportunities to enhance Allied Health engagement and outcomes with key clinical stakeholders to optimise engagement, consultation, negotiation, and facilitation of CYPFHN activities.
6. Provide high level advice and support to LHDs and SHNs to implement strategic priorities for the health of children, young people and families in NSW. Understand and keep abreast of pertinent issues for CYPF services in NSW ensuring there is a two-way flow of information between CYPFHN and LHD CYPF services /SHNs.
7. Prepare high quality written advice such as reports, briefs, emails and discussion papers to inform, respond to requests, or initiate consideration of new or emerging issues related to the implementation, monitoring, reporting and evaluation of projects and programs.
8. Travel within NSW to attend in person meetings with LHDs and SHNs and NSW Health agency staff as well as other relevant stakeholders is a requirement of this role.



<b>KEY CHALLENGES</b>	Work collaboratively with a wide range of LHDs, SHNs and multidisciplinary teams with different levels of paediatric experience and expertise.	
	Managing competing demands, priorities and expectations of stakeholders from across NSW whilst communicating effectively with these stakeholders by utilising formal and informal communication channels.	
	Navigating the complexity of the health system to achieve objectives of the CYPFHN, including creating, leading and maintaining a constructive workplace culture.	
<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. CYPFHN Senior Manager	Line management of CYPFHN project resources, delivery of project aims and outcomes on time and on budget.
	2. CYPFHN staff	Work as part of the multidisciplinary team and build capability.
	3. Director Allied Health SCHN or HNELHD	Professional accountability
<b>KEY RELATIONSHIPS (external)</b>	<b>WHO</b>	<b>WHY</b>
	1. System wide stakeholders	Work collaboratively with clinical staff, senior management and executive stakeholders from LHDs and SHNs, clinical networks, peer groups and communities of practice to implement statewide priority projects and support best outcomes for the health of children, young people, and families in NSW.
	2. Statewide agencies and pillars	Develop and maintain relationships and partnerships with key stakeholders such as the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC), Ministry of Health, Health Education and Training (HETI).
<b>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
<b>FINANCIAL DELEGATION</b>	<input checked="" type="checkbox"/> As per delegation manual	

<p><b>ESSENTIAL REQUIREMENTS</b></p>	<p><b>Vaccination Category (A or B): B</b></p> <p><b>WWCC (Yes/No): Yes</b></p> <p><b>Qualifications/ Licenses/ Registrations (award requirement):</b>            Current registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Allied Health Professional or tertiary qualification in an allied health discipline and eligibility for membership of an appropriate Australian professional association in the discipline</p> <p>Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</p> <p><b>Work Health and Safety:</b></p> <p><input checked="" type="checkbox"/> <b>Supervisor</b>            As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p>
<p><b>SELECTION CRITERIA</b></p>	<ol style="list-style-type: none"> <li>1. Relevant Allied Health and/or post graduate qualifications with substantial leadership, management and clinical expertise in paediatrics, child health or young people's health.</li> <li>2. Demonstrated experience in delivering strategic initiatives and leading clinical improvement projects including project planning and negotiation, stakeholder engagement, implementation, milestone reporting, and plan for evaluation.</li> <li>3. Demonstrated experience in successfully engaging clinical practitioners and different stakeholders at all levels of an organisation to create and sustain partnerships across entities, motivate and influence others.</li> <li>4. Demonstrated leadership qualities, with experience in empowering and motivating teams, highly developed interpersonal, negotiation and communication skills, incorporating a high standard of oral and written communication skills.</li> <li>5. Demonstrated experience in analysing and interpreting complex information and data and competence in the use of Microsoft Office and a range of computer systems.</li> <li>6. Demonstrated in providing support and mentoring others to facilitate implementation and management of projects in order to achieve organisational goals and objectives.</li> <li>7. Ability to contribute to planning and implementation of priority projects in paediatric settings with sound understanding of the broader policy and strategic context.</li> <li>8. Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</li> </ol>
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Adhere to all current SCHN/HNELHD and NSW Health policies and procedures, including the NSW Health Code of Conduct.

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 Business Enablers		<input type="checkbox"/> Finance	Adept
		<input type="checkbox"/> Technology	Adept
		<input type="checkbox"/> Procurement and Contract Management	Adept
		<input type="checkbox"/> Project Management	Advanced
 People Management		<input type="checkbox"/> Manage and Develop People	N/A
		<input type="checkbox"/> Inspire Direction and Purpose	N/A
		<input type="checkbox"/> Optimise Business Outcomes	N/A
		<input type="checkbox"/> Manage Reform and Change	N/A

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<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENSORY DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sight</b> – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hearing</b> – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Smell</b> – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Taste</b> – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Touch</b> – use of touch is an integral part of work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Distressed People</b> – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Aggressive and Uncooperative People</b> – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unpredictable People</b> – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restraining</b> – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Distressing Situations</b> – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Dust</b> – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gases</b> – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fumes</b> – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liquids</b> – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous Substances</b> – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting</b> – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working At Heights</b> – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



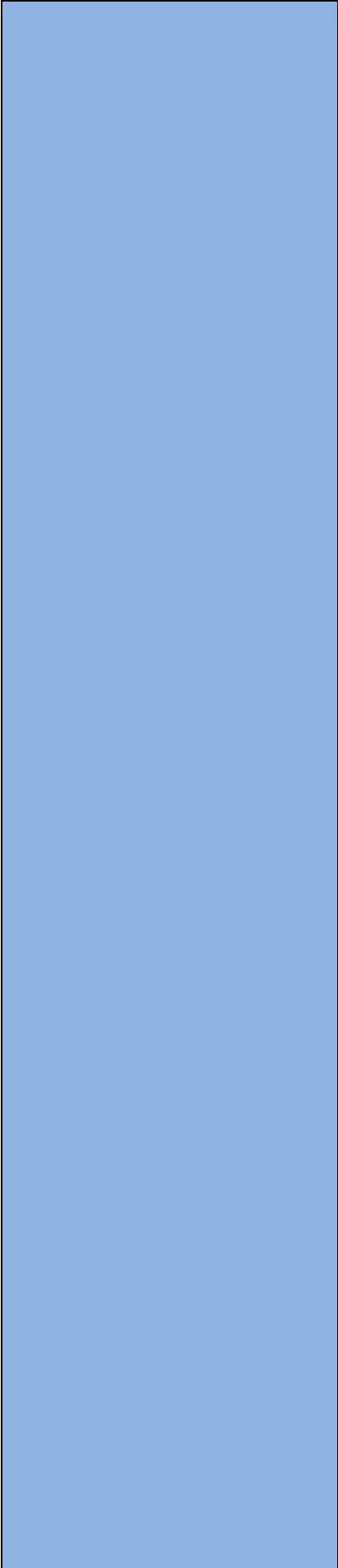
<b>POSITION TITLE</b>	Project and Education Officer – Allied Health, NSW Health Children Young People and Families Health Network (CYPFHN)
<b>POSITION NUMBER</b>	TBA
<b>AWARD</b>	Health Professionals (State) Award Art Therapy, Audiology, Counselling, Dietetics, Diversional Therapy, Exercise Physiology, Genetic Counselling, Music Therapy, Occupational Therapy, Orthoptics, Orthotics/Prosthetics, Physiotherapy, Child Life Therapy, Podiatry, Sexual Assault Work, Social Work, Speech Pathology, Welfare
<b>POSITION CLASSIFICATION</b>	Level 5
<b>LOCATION</b>	Negotiable
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input checked="" type="checkbox"/> No
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> No
<b>PRIMARY PURPOSE</b>	<p>The Project and Education Officer – Allied Health Children Young People and Families Health Network (CYPFHN) will be responsible for working collaboratively as part of CYPFHN and effectively leading, developing and delivering statewide education for allied health and other clinical groups that is aligned with strategic and project objectives.</p> <p>The Project and Education Officer – Allied Health will manage and contribute to stakeholder management and project activities such as planning, resource development, data collection, reporting and evaluation assisting the CYPFHN team to meet project milestones and timeframes.</p> <p>The Project and Education Officer – Allied Health will utilise high level communication and interpersonal skills to maintain relationships with a wide range of stakeholders such as those from health agencies, other relevant networks and communities of practice.</p> <p>CYPFHN is a statewide service hosted by SCHN and HNELHD. CYPFHN is a diverse, multidisciplinary, dispersed team. The key purpose of CYPFHN is to support statewide implementation of strategic priorities for the health of children, young people and families. CYPFHN works system wide, working collaboratively with clinical staff, senior management, and executive stakeholders from Local Health Districts (LHDs) and Specialty Health Networks (SHNs), NSW Health agencies, clinical</p>

networks, peer groups and communities of practice to implement statewide priority projects. Projects typically focus on the implementation of change or other key initiatives aligned with the strategic directions for children, young people and families in NSW.

## KEY ACCOUNTABILITIES






1. Build and maintain effective working relationships with the CYPFHN Senior Manager and team, SCHN Director of Allied Health, Director of Allied Health Children Young People and Families Services HNELHD and a broad range of other internal and external stakeholders through a collaborative and consultative approach and support the implementation of strategic priorities.
2. Work closely with the Project and Clinical Leads, Senior Manager and other members of the CYPFHN, LHD representatives and health agencies and pillars from across the state to strength interagency partnerships
3. Project Management
  - Manage CYPFHN project activities such as the development of project plans, stakeholder communication, data collection and analysis, milestone reporting and evaluation.
  - Develop and implement communication plans to update key stakeholders on project progress and milestones.
  - Maintain project risk and issues log, decision and action register and identify and feedback issues that are risks to the project process identifying approaches to mitigation as early as possible to the CYPFHN Project Lead and Senior Manager.
  - Play a key role in project implementation by taking responsibility for the tracking, monitoring and reporting of project deliverables and provide regular updates and feedback to CYPFHN including when there is a risk to project timeline.
  - Track, monitor and report on project expenditure to ensure project costs are within budget and identify and feedback issues that are risks to project being delivered on budget.
  - Play a key role in project communication, evaluation and reporting, presenting clear and concise verbal and written communication including; project updates, presentations, project plans, briefing papers, reports, submissions, related correspondence and responses as requested.
4. Education
  - Identify the education needs relevant to strategic priorities and projects and build clinical capability.
  - Design, develop, deliver and evaluate education initiatives relevant to strategic priorities and projects.
5. Undertake literature reviews, interpret complex information and analyse data and use this information to inform problem solving and decision making and devise approaches that will support the work of CYPFHN.



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6. Perform tasks relevant to the role's key accountability as approved by the CYPFHN Manager and commensurate to the role's classification level.
  7. Travel within NSW with CYPFHN staff to attend in person meetings and appointments may be required in this role.

KEY CHALLENGES	<p>Prioritise work to ensure CYPFHN outcomes are achieved.</p> <p>Manage competing priorities, expectations and resources flexibly in a team environment, with consideration of the needs of internal and external stakeholders.</p>	
	<p>Work collaboratively with all members of the team on a wide variety of tasks.</p> <p>Engage collaboratively with internal and external stakeholders to maintain cohesion.</p>	
	<p>Pro-actively engage in problem solving, demonstrate initiative to derive solutions in relation to day- to day issues.</p>	
KEY RELATIONSHIPS (internal)	<p><b>WHO</b></p>	<p><b>WHY</b></p>
	<p>1. CYPFHN Manager</p>	<p>Line management of CYPFHN project resources, delivery of project aims and outcomes on time and on budget.</p>
	<p>2. CYPFHN staff</p>	<p>Work as part of the multidisciplinary team and build capability.</p>
	<p>3. Director Allied Health at SCHN or CYPF HNELHD</p>	<p>Professional accountability</p>
KEY RELATIONSHIPS (external)	<p><b>WHO</b></p>	<p><b>WHY</b></p>
	<p>1. System wide stakeholders</p>	<p>Work collaboratively with clinical staff, senior management and executive stakeholders from LHDs and SHNs, clinical networks, peer groups and communities of practice to implement statewide priority projects and support best outcomes for the health of children, young people, and families in NSW.</p>
	<p>2. Statewide agencies and pillars</p>	<p>Develop and maintain relationships and partnerships with key stakeholders such as the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC), Ministry of Health, Health Education and Training (HETI).</p>
<p>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).</p>
<p>FINANCIAL DELEGATION</p>	<p><input checked="" type="checkbox"/> As per delegation manual</p>	
<p>ESSENTIAL REQUIREMENTS</p>	<p><b>Vaccination Category (A or B): B</b></p> <p><b>WWCC (Yes/No): Yes</b></p> <p><b>Qualifications/ Licenses/ Registrations (award requirement):</b></p> <p>Current registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Allied Health Professional or tertiary qualification in an allied health discipline and eligibility for membership of an appropriate Australian professional association in the discipline</p>	

	<p>Valid unrestricted drivers licence for use in NSW and willingness to travel in the course of employment, including overnight stays as required.</p>
<p><b>SELECTION CRITERIA</b></p>	<p><b>Work Health and Safety:</b></p> <p><input checked="" type="checkbox"/> <b>Supervisor</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <ol style="list-style-type: none"> <li>1. Allied Health qualification and significant post graduate experience in child or young people’s health with experience in health management, adult education and or project management in a relevant health environment.</li> <li>2. Evidence of excellent negotiation, decision making, and advisory skills including abilities to effectively build and maintain relationships and interact collaboratively with stakeholders from a wide range of backgrounds to reach outcomes in line with strategic and business plans.</li> <li>3. Demonstrated experience in the ability to design, develop, deliver and evaluate education programs including professional education.</li> <li>4. Demonstrated project management skills including the ability to prioritise, manage multiple projects simultaneously and proactively with the flexibility to adapt work practices to suit changing circumstances and work to strict deadlines.</li> <li>5. Demonstrated high level interpersonal, verbal and written communication skills and the ability to use different communication modalities.</li> <li>6. Demonstrated ability to apply evidence informed practice, quality improvement, research and adult learning principles to meet strategic and work plan objectives.</li> <li>7. Demonstrated ability to accurately analyse and interpret complex information and data from numerous sources and communicate this to others.</li> <li>8. Demonstrated competence in the use of Microsoft Office programs and a range of computer systems.</li> </ol>
<p><b>OTHER REQUIREMENTS</b></p>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with NSW Health, SCHN/HNELHD Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current NSW Health, SCHN/HNELHD policies and procedures, including the NSW Health Code of Conduct.</p>

NSW Public Sector Capability Framework			
Capability Group	Focus	Capability Name	Level
 Personal Attributes		<input type="checkbox"/> Display Resilience and Courage	Adept
		<input type="checkbox"/> Act with Integrity	Adept
		<input type="checkbox"/> Manage Self	Advanced
		<input type="checkbox"/> Value Diversity	Adept
 Relationships		<input type="checkbox"/> Communicate Effectively	Adept
		<input type="checkbox"/> Commit to Customer Service	Adept
		<input type="checkbox"/> Work Collaboratively	Advanced
		<input type="checkbox"/> Influence and Negotiate	Adept
 Results		<input type="checkbox"/> Deliver Results	Adept
		<input type="checkbox"/> Plan and Prioritise	Adept
		<input type="checkbox"/> Think and Solve Problems	Adept
		<input type="checkbox"/> Demonstrate Accountability	Adept
 Business Enablers		<input type="checkbox"/> Finance	Intermediate
		<input type="checkbox"/> Technology	Adept
		<input type="checkbox"/> Procurement and Contract Management	Foundational
		<input type="checkbox"/> Project Management	Adept
 People Management		<input type="checkbox"/> Manage and Develop People	N/A
		<input type="checkbox"/> Inspire Direction and Purpose	N/A
		<input type="checkbox"/> Optimise Business Outcomes	N/A
		<input type="checkbox"/> Manage Reform and Change	N/A

### Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

**This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

#### Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis
- O = Occasional** activity exists up to 1/3 of the time when performing the job
- F = Frequent** activity exists between 1/3 and 2/3 of the time when performing the job
- C = Constant** activity exists for more than 2/3 or the time when performing the job
- R = Repetitive** activity involved repetitive movements
- N = Not Applicable** activity is not required to perform the job

**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSORY DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Sight</b> – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hearing</b> – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Smell</b> – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Taste</b> – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Touch</b> – use of touch is an integral part of work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PSYCHOSOCIAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Distressed People</b> – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aggressive and Uncooperative People</b> – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unpredictable People</b> – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restraining</b> – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Distressing Situations</b> – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>

<b>Dust</b> – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gases</b> – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fumes</b> – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liquids</b> – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous Substances</b> – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting</b> – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working At Heights</b> – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POSITION DESCRIPTION



<b>POSITION TITLE</b>	Administration Officer, NSW Health Children Young People and Families Health Network (CYPFHN)
<b>POSITION NUMBER</b>	TBA
<b>AWARD</b>	Health Employees Administrative Staff (State) Award
<b>POSITION CLASSIFICATION</b>	Administration Officer Level 5
<b>LOCATION</b>	Negotiable
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PRIMARY PURPOSE</b>	<p>The Administration Officer, Children Young People and Families Health Network (CYPFHN) is an integral part of the team and plays a significant part in the co-ordination of the operations of CYPFHN to enable smooth running of the service.</p> <p>CYPFHN is a statewide service hosted by Sydney Children’s Hospitals Network (SCHN) and Hunter New England Local Health District (HNELHD). CYPFHN is a diverse, multidisciplinary, dispersed team. The key purpose of CYPFHN is to support statewide implementation of strategic priorities for the health of children, young people and families. CYPFHN works system wide, working collaboratively with clinical staff, senior management, and executive stakeholders from LHDs and SHNs, NSW Health agencies, clinical networks, peer groups and communities of practice to implement statewide priority projects. Projects typically focus on the implementation of change or other key initiatives aligned with the strategic directions for children, young people and families in NSW.</p> <p>The Administration Officer is responsible for the coordination of administrative support to the Senior Manager and CYPFHN team to enable CYPFHN to meet their project deliverables and service objectives successfully and effectively in a timely, reliable and efficient manner.</p>

## KEY ACCOUNTABILITIES






Provide high level administrative support to the Senior Manager and CYPFHN team as follows:

1. Ensure all communication (written and verbal) to and from the CYPFHN is managed professionally, effectively, and courteously. Provide professional and timely management of both internal and external inquiries via written communication or phone.
2. Provide general administrative support including but not limited to: diary management, filing, information management including management of electronic documentation for record keeping within Content Manager, production and distribution of correspondence, data entry, audits, timesheet and leave/payroll processing, travel and accommodation arrangements, making all required arrangements for in-person events, ensure CYPFHN costs are recorded in a systematic, organised format.
3. Organise, coordinate and provide secretarial support for designated meetings and committees, including agendas, meeting minutes and related papers to support effective conduct of meetings.
4. Prepare reports (run reports via systems such as payroll, Stafflink and financial systems, and prepare reports using data collected in spreadsheets or other forms), document and draft correspondence to communicate required information clearly and accurately.
5. Lead the development, maintenance and review of administrative processes, systems and procedures to improve efficiency and ensure smooth running of CYPFHN. Demonstrate a solution focussed mindset to overcome the challenges of operating under both SCHN and HNELHD.
6. Coordinate orders, enable procurement and follow up invoices in ORACLE.
7. Work independently under limited direction and within the constraints set by Senior Manager CYPFHN to set priorities and monitor workflow for administrative tasks for CYPFHN to ensure all activities, projects and tasks are completed in accordance with their identified urgency and priority and within deadlines/closing dates.
8. Working in collaboration and establishing good working relations with all NSW Health staff and external agencies, demonstrating well developed communication and interpersonal skills, and high professional standards at all times.
9. Travel within NSW with CYPFHN staff to attend in person meetings and appointments may be required.



<b>KEY CHALLENGES</b>	Learning the systems and processes of two organisations and working collaboratively with a wide range of districts, speciality health networks and multidisciplinary teams.	
	Managing competing demands, priorities and expectations.	
	Navigating the complexity of the health system to achieve objectives of the CYFHN, including creating, leading and maintaining a constructive workplace culture.	
<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. CYPFHN Senior Manager	Line management of CYFIN project resources, delivery of project aims and outcomes on time and on budget.
	2. CYPFHN staff	Work as part of the multidisciplinary team and build capability.
	3. Personnel from other departments.	Work together to complete tasks.
<b>KEY RELATIONSHIPS (external)</b>	<b>WHO</b>	<b>WHY</b>
	1. System wide stakeholders	Work collaboratively with clinical staff, senior management and executive stakeholders from LHDs and SHNs, clinical networks, peer groups and communities of practice to implement statewide priority projects and support best outcomes for the health of children, young people, and families in NSW.
<b>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
<b>FINANCIAL DELEGATION</b>	<input checked="" type="checkbox"/> As per delegation manual	

<b>ESSENTIAL REQUIREMENTS</b>	<b>Vaccination Category (A or B): B</b> <b>WWCC (Yes/No): Yes</b> <b>Qualifications/ Licenses/ Registrations (award requirement): N/A</b>
	<b>Work Health and Safety:</b>  <input checked="" type="checkbox"/> <b>Non-Supervisor</b> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
<b>SELECTION CRITERIA</b>	1. Demonstrated experience in providing a wide range of high level coordination and support of administrative services in a complex, high activity environment.
	2. Demonstrated high level interpersonal, written and verbal communication skills and the ability to work effectively with team members as well as external stakeholders.
	3. Demonstrated proficiency in the use of Microsoft Office Suite (including Word, Outlook, Excel, Teams), Content Manager, workforce related systems (including Stafflink, Allocate Optima prev. HealthRoster, ROB) and the ability to learn new systems as required.
	4. Demonstrated experience in secretariat duties for committees and minute taking of management meetings and preparations of agendas.
	5. Demonstrated experience in the preparation of reports, documents and correspondence to clearly and accurately communicate and present required information with strong attention to detail.
	6. Demonstrated excellent time management and organisation skills, with proven ability to meet deadlines and determine work priorities.
	7. Demonstrated ability to work independently under limited direction, be self-motivated and use initiative and judgement to solve problems.
	8. Valid unrestricted drivers licence for use in NSW with ability to travel in the course of employment, including overnight stays as required.
<b>OTHER REQUIREMENTS</b>	Understand and practice person centred care.  Work in partnership with consumers on improving and evaluating the delivery of services.  Actively participate in quality improvement activities.  Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.  Be familiar with SCHN/HNELHD Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.  Adhere to all current SCHN/HNELHD and NSW Health policies and procedures, including the NSW Health Code of Conduct.

NSW Public Sector Capability Framework			
Capability Group	Focus	Capability Name	Level
 Personal Attributes		<input type="checkbox"/> Display Resilience and Courage	Foundational
		<input type="checkbox"/> Act with Integrity	Intermediate
		<input type="checkbox"/> Manage Self	Foundational
		<input type="checkbox"/> Value Diversity	Foundational
 Relationships		<input type="checkbox"/> Communicate Effectively	Intermediate
		<input type="checkbox"/> Commit to Customer Service	Foundational
		<input type="checkbox"/> Work Collaboratively	Foundational
		<input type="checkbox"/> Influence and Negotiate	Foundational
 Results		<input type="checkbox"/> Deliver Results	Intermediate
		<input type="checkbox"/> Plan and Prioritise	Foundational
		<input type="checkbox"/> Think and Solve Problems	Foundational
		<input type="checkbox"/> Demonstrate Accountability	Intermediate
 Business Enablers		<input type="checkbox"/> Finance	Foundational
		<input type="checkbox"/> Technology	Intermediate
		<input type="checkbox"/> Procurement and Contract Management	Foundational
		<input type="checkbox"/> Project Management	Foundational
 People Management		<input type="checkbox"/> Manage and Develop People	N/A
		<input type="checkbox"/> Inspire Direction and Purpose	N/A
		<input type="checkbox"/> Optimise Business Outcomes	N/A
		<input type="checkbox"/> Manage Reform and Change	N/A

### Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. **This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

#### Job Demands Frequency Key:

- I = Infrequent**                      intermittent activity exists for a short time on a very infrequent basis
- O = Occasional**                  activity exists up to 1/3 of the time when performing the job
- F = Frequent**                      activity exists between 1/3 and 2/3 of the time when performing the job
- C = Constant**                    activity exists for more than 2/3 or the time when performing the job
- R = Repetitive**                    activity involved repetitive movements
- N = Not Applicable** activity is not required to perform the job

**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSORY DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Sight</b> – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hearing</b> – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Smell</b> – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Taste</b> – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Touch</b> – use of touch is an integral part of work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PSYCHOSOCIAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>
<b>Distressed People</b> – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aggressive and Uncooperative People</b> – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unpredictable People</b> – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restraining</b> – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Distressing Situations</b> – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					
	<b>N</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>

<b>Dust</b> – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gases</b> – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fumes</b> – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liquids</b> – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous Substances</b> – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting</b> – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working At Heights</b> – ladders/stapladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>