

## POSITION DESCRIPTION

# ISLHD – Nursing Manager Workforce, Illawarra Hospital Group (IHG)

### Our CORE Values

Collaboration  
Openness  
Respect  
Empowerment



Organisation	NSW Health
Local Health District /Agency	Illawarra Shoalhaven Local Health District
Position Number	
Cost Centre	
Position Classification	Nurse Manager Grade 4
State Award	Public Health Systems Nurses & Midwives (State) Award
Reporting to	<i>Director of Nursing &amp; Midwifery, Wollongong Hospital</i>
Does this role manage or supervise others?	Yes
Vaccination Category	<i>Category A</i>
Website	<a href="http://www.islhd.health.nsw.gov.au/">http://www.islhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE (max 3,800 characters **with spaces**)

The vision for Illawarra Shoalhaven Local Health District (ISLHD) is '*excellent services, quality partnerships, healthy communities*'. ISLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate person-centred care when people need it.

The Nurse Manager, Workforce (NM) is responsible for providing a centralised, custom focused, workforce management service for nursing and midwifery across Illawarra Hospital Group. The NM is responsible for the strategy, planning, recruitment and allocation of nursing and midwifery staff in line with the agreed budgeted nursing and midwifery profile. They are responsible for the day-to-day management and oversight of the nursing and midwifery establishment, and work in partnership with the Director of Nursing and Midwifery and the Nursing Executive team to do so. The NM manages the operational direction and support of the ISLHD Nursing and Midwifery Strategy and in collaboration with IHG NM 2 Casual Pool and Staffing ensures that the recruitment and workforce management is consistent with agreed strategy and service needs.

The position will provide leadership for the clinical units around recruitment and retention of nursing and midwifery staff, in line with organisational key indicators. The NM will work closely with the IHG Nursing/Midwifery Executive and relevant P&C Business Partner and will meet regularly with Nurse/Midwifery Unit Managers to provide guidance and support the management of the nursing and midwifery workforce. The Nurse manager will provide leadership and accountability for an effective workforce, corporate governance and the development of innovative strategies to support the career development of nurses and midwives. The role will focus on collaboration with District NM Workforce, with service managers in key areas of human resource management, recruitment, succession planning, workforce performance and risk management. The NM reports to the Director of Nursing and Midwifery and is a member of the Nursing executive.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair that impedes on the mask seal and may be required to be clean shaven. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions

## KEY ACCOUNTABILITIES (max 3,800 characters with spaces)

### Strategic Leadership

- Provides leadership and operational support in recruitment and retention of nursing and midwifery staff for IHG.
- Participates in the strategic workforce planning processes with the ISLHD Nursing and Midwifery Directorate and People and Culture Directorate.
- Support overall management of the IHG Workforce unit, Casual Pool and Permanent Relief Pool. This includes recruitment, tracking utilisation, performance management, professional development and overall leadership of the teams.
- Work closely with the Nursing and Midwifery leadership team, inclusive of the Operations Managers and Nursing Co-directors and relevant P&C Business Partner.
- Foster and maintain close professional relationships with relevant clinical managers, peers and IHG Nursing & Midwifery managers to achieve organisational goals.

### Workforce Matters

- Collaborate, support, implement and evaluate initiatives and strategies that support a high quality and effective nursing and midwifery workforce, focusing on workforce planning, recruitment, retention, staff establishment creation and maintenance, roster demand template creation and model of care planning.
- Utilises workforce data and management information systems to monitor nursing/midwifery workforce activity.

### Workforce Planning & Development

- Monitor and engage managers in the establishment and maintenance of staff profiles and ensure regular data is provided to track and monitor compliance and vacancy rates whilst developing strategies and initiatives to address the recruitment, retention and succession planning needs of the nursing and midwifery workforce.

- Ensures the effective leadership and operational management of Human Resource Functions for nursing & midwifery services.
- Ensures adherence to the Industrial Award conditions.
- Facilitate effective communication within the Executive Unit and provide oversight of the management of the casual and permanent relief pool staff.
- Represents nursing/midwifery workforce at all levels.
- Lead and support planning and development of Safe Staffing Levels in conjunction with the Nurse Manager Safe Staffing Levels.

### **Workforce Reporting**

- Develop, implement and maintain systems that provide reports on KPIs regarding recruitment, retention, staff turnover and staffing requirements. This includes the monitoring, analysis and reporting of compliance with the Nursing Hours per Patient Day (NHPPD) and review of rosters to ensure compliance to the Rostering Best Practice and relevant Awards.

### **Financial and Resource Management**

- Participates in the preparation of the Nursing and Midwifery FTE Budget
- Ensures the provision of reports which outline analysis of staff utilisation and vacancies in conjunction with Director of Nursing and Midwifery Services Wollongong Hospital

## **SELECTION CRITERIA** (max 8 selection criteria)

1. Current registration with Australian Health Practitioner Regulation (APHRA) as a Registered Nurse and a minimum of 3 years post registration experience
2. Recognised tertiary management qualifications or working towards same, and evidence of recent professional development to further enhance leadership and management competencies.
3. Demonstrated skills in leadership and senior management within a complex health care setting including experience in workforce planning of innovative and effective attraction, recruitment and retention strategies.
4. Demonstrated effective verbal, written and negotiation skills with an aptitude to utilise relevant information technology platforms and ability to provide clear and concise plans and reports
5. Demonstrated experience in the operational management of the nursing and midwifery profiles including workforce planning and human resource management experience with a demonstrated knowledge of the application of relevant Awards.
6. Demonstrated knowledge of roster creation and management skills, including recruitment management and experience, and knowledge of workforce systems within health, including an extensive understanding in the use of Healthroster, Recruitment and Onboarding (ROB) and Staff Link.
7. Sound knowledge of the NSW Public Health System Nurses and Midwives Award.
8. Current unrestricted Class C NSW Drivers Licence and willingness to utilise as part of position where required.

## **Other Requirements**

- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
- Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit
- Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget

## KEY RELATIONSHIPS

WHO	WHY
Director of Nursing and Midwifery	Operational and Professional lead. Direct Report. Maintain open and collaborative communication on matters pertaining to nursing and midwifery services within the facility and information related to performance against targets and Ministry of Health service level agreement measures.
The Illawarra Group General Manager & Executive Leadership Team	Professional relationship. Support a multidisciplinary delivery of patient care and the provision of clinical leadership and management for inpatient and specified services.
Nurse/Midwifery Unit Managers	Provide support and feedback for performance and operational issues to ensure service delivery is in accordance with agreed targets.
NM Casual Pool and staffing	Direct report.
District NN Nursing and Midwifery Workforce	Professional relationships.
People and Culture Business Partner	Collaborate and work closely with the P&C Workforce Management team.

## JOB DEMANDS CHECKLIST

### Job Demands for: Nurse Manager, Workforce – Illawarra Hospital Group

Physical Demands	
<b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous  Frequent	<b>Sitting</b> - remaining in a seated position to perform tasks  Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks  Frequent	<b>Walking</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Frequent
<b>Running</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Not Applicable	<b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks  Infrequent

<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Infrequent</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Infrequent</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Infrequent</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>
<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Infrequent</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Infrequent</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Infrequent</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Infrequent</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Occasional</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>

<b>Driving</b> - Operating any motor powered vehicle	
Frequent	

### Sensory Demands

<b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)  Constant	<b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)  Constant
<b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)  Not Applicable	<b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)  Not Applicable
<b>Touch</b> - use of touch is an integral part of work performance  Constant	

### Psychosocial Demands

<b>Distressed People</b> - e.g. emergency or grief situations  Occasional	<b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness  Not Applicable
<b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries  Not Applicable	<b>Restraining</b> - involvement in physical containment of patients/clients  Not Applicable

<b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies  Not Applicable	
<b>Environmental Demands</b>	
<b>Dust</b> - exposure to atmospheric dust  Infrequent	<b>Gases</b> - working with explosive or flammable gases requiring precautionary measures  Infrequent
<b>Fumes</b> - exposure to noxious or toxic fumes  Not Applicable	<b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE  Not Applicable
<b>Hazardous Substances</b> - e.g. dry chemicals, glues  Not Applicable	<b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard  Not Applicable
<b>Inadequate Lighting</b> - risk of trips, falls or eyestrain  Not Applicable	<b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight  Not Applicable
<b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C  Not Applicable	<b>Confined Spaces</b> - areas where only one egress (escape route) exists  Not Applicable
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground  Infrequent	<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls  Infrequent

**Working At Heights -**

ladders/stepladders/scaffolding are required to perform tasks

Not Applicable

**Biological Hazards** - exposure to body fluids, bacteria, infectious diseases

Infrequent

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