

MANAGER POSITION DESCRIPTION TEMPLATE

POSITION TITLE	Nursing /Midwifery Unit Manager or Nursing / Midwifery Manager Aboriginal Maternal & Child Health
AWARD	Does this role require Multiple Awards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Award: Public Health System Nurses & Midwives (State) Award
	Classification: Grading to be determined
SUPERVISORY	Does this role manage or supervise others? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PRIMARY PURPOSE	<p>The Nursing / Midwifery Unit Manager or Nursing / Midwifery Manager Aboriginal Maternal & Child Health is pivotal to the coordination of client care, service management and leadership of the nursing progression to ensure the delivery of high-quality patient care and efficient use of resources.</p> <p>This position is responsible for leading, planning, coordinating and evaluating services; the effective management of all resources; and promotion of best practice to enhance client outcomes through staff development and research.</p> <p>This position will manage the Aboriginal Maternal & Infant Health Service, New Directions Aboriginal Mothers and Babies Program, Otitis Media Program and other associated services and staff.</p>
KEY ACCOUNTABILITIES	<ol style="list-style-type: none"> 1. Monitor and manage key workforce staff budgeted profiles and FTE targets. 2. Ensure appropriate recruitment and retention of nursing, midwifery and other staff including future planning. 3. Provide leadership in the management and monitoring of all resources for services under their responsibility and delegation. 4. Develop and foster a climate of open and transparent communication that ensures staff are informed of organisational goals, strategies and activities to facilitate the provision of safe, quality care and service direction. 5. Manage resources within their delegation and be accountable for defining and implementing strategies, which effectively manage services whilst maintaining patient care. 6. Develop and promote innovative and contemporary models of care in Aboriginal Maternal & Child Health. 7. Provides leadership and support to Aboriginal Maternal & Child Health staff for education, career development and change management processes. 8. Provides leadership, advice and issues management as a key member of Aboriginal Health Services in partnership with the Aboriginal Health Services Manager and Program Lead, Priority Populations.

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<p>WSLHD Standard Key Accountabilities that apply to all managers</p> <p>(not to be removed except for the “optional” statement)</p>	<ul style="list-style-type: none"> • Demonstrate relational leadership behaviours which shape a workplace culture embodying CORE values and continuous learning together with mutual respect, having a disposition of mindfulness in all actions with an awareness and application of the Code of Conduct. • Ensure that all team members receive regular performance feedback, coaching for performance and formal review. Provide all team members with the opportunity to discuss and agree on a Work Plan for the year ahead, and a Development Plan which identifies areas for personal and professional development for the next 12 months. • Manage all resources including finances/assets/ leave balances) in a cost effective, transparent and accountable manner in accordance with all internal, legislative, audit, other compliance and Ministry of Health requirements. • Promote and coordinate quality improvement and person centred care within the department, facility and district. Utilise key performance indicators that provide outcome measures. Include quality improvement, patient safety and consumer participation as standard agenda items at department meetings. Include consumers in the evaluation and planning of services. Ensure timely and accurate reporting and management of near or actual, incidents or patient safety concerns. • 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. • Risk Management - Managers actively identify, communicate and escalate risks and understand their responsibility to manage these risks for the organisation. This responsibility includes the use of enterprise risk systems, and the review of adequacy and effectiveness or risk controls and treatment. • Managers promote a positive risk culture where understanding, managing and accepting appropriate risk is part of all decision making processes. • Provide staff with information and education on Activity Based Working as this becomes a practical option for the achievement of accountabilities and outcomes as specified in current Performance Agreements, Position Descriptions and in accordance with your Department/Unit’s operational requirements.
<p>KEY CHALLENGES</p>	<ul style="list-style-type: none"> ▪ Developing effective partnerships and collaborative working arrangements both within WSLHD and with external stakeholders given limited resources and competing operational priorities, and

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	<p>particularly in view of the need to establish trust with stakeholders and the Aboriginal and Torres Strait Islander community.</p> <ul style="list-style-type: none"> ▪ Ongoing monitoring and response to the diverse and changing needs of Aboriginal and Torres Strait Islander populations with a strong focus on self-determination. ▪ Acknowledging and developing strategies to address the impact on staff and community of intergenerational trauma and violence 																							
WHO YOU ARE WORKING WITH	WHO		WHY																					
Internal Relationships	Priority Populations Services including Aboriginal Health Services staff and management		To ensure team work, consistency, collaboration, knowledge sharing and integration																					
	Integrated & Community Health Directorate including Child & Family Health Services		To maintain effective partnerships, integration and shared knowledge/skill																					
	Director Aboriginal Health Strategy & other key internal stakeholders including Women’s & Children’s Health		To maintain effective partnerships, integration and ensure that Aboriginal Health services are aligned with WSLHD’s strategic directions and priorities																					
External Relationships	Greater West Aboriginal Health Service and other Aboriginal non-government organisations		To develop and maintain partnerships for the benefit of the Aboriginal community.																					
	Key Aboriginal forums and networks		To develop and maintain partnerships for the benefit of the Aboriginal community.																					
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per Delegations manual																							
Job Requirements	<p>Is the position targeted to ‘eligible persons’ under the Government Sector Employment Rule 26 – please indicate below:</p> <table border="1"> <tr> <td></td> <td colspan="3">Aboriginal /Torres Strait Islander</td> </tr> <tr> <td>Targeted</td> <td colspan="3"></td> </tr> <tr> <td>Identified</td> <td colspan="3">X</td> </tr> <tr> <td>Disability</td> <td>Refugee</td> <td>Gender</td> <td><25</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>					Aboriginal /Torres Strait Islander			Targeted				Identified	X			Disability	Refugee	Gender	<25				
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ESSENTIAL REQUIREMENTS <i>Circle/X the relevant requirements and note the title/name of each one</i>	<input checked="" type="checkbox"/> Vaccination category: A+ Please click here for a Fact Sheet on Risk Categorisation Guidelines <input checked="" type="checkbox"/> Criminal Record Check: National Police Check Working with Children <input checked="" type="checkbox"/> Qualification: Post graduate qualifications in child & family health nursing and / or midwifery <input checked="" type="checkbox"/> Registration in line with Award requirements: Current authority to practice as a Registered Nurse with the Australian Health Practitioners Regulation Authority <input checked="" type="checkbox"/> Evidence of Diversity claim if applicable (state which category): Aboriginal and / or Torres Strait Islander
SELECTION CRITERIA	<ol style="list-style-type: none"> 1. This is an Identified Aboriginal/Torres Strait Islander Position. Applicants for this position must be of Aboriginal descent through parentage, identification as being Aboriginal and being accepted in the community as such. Exemption is claimed under Section 14 of the Anti-Discrimination Act 1977. 2. Current enrolment as a Registered Nurse and / or Registered Midwife with the Australian Health Practitioner Registration Agency (AHPRA). 3. Post graduate qualifications in child & family health nursing and / or midwifery. 4. Demonstrated experience in the delivery of Child & Family Health Nursing Services and Maternal Health Services. 5. Demonstrated leadership skills, and the ability to motivate, manage and develop clinical staff. 6. Demonstrated understanding of the issues and health needs of Aboriginal and Torres Strait Islander children and families and experience in working with Aboriginal communities 7. Demonstrated effective planning, organisational, problem solving skills and ability to lead in a changing environment, to prioritise workload and meet deadlines. 8. Current driver's licence valid in NSW and willingness to use for work purposes.
Job Demands Check list	
<ul style="list-style-type: none"> • This list helps both applicant and manager understand the physical/emotional requirements of a role. • This list can be the basis for a pre-employment medical assessment, so if it is not accurate then there could be implications for both the employee and the manager/team if capacity is either not there, or is impacted by the work. • All WSLHD employees have a development plan – this list can inform what training may be needed for someone to manage risks identified. • During the first 90 days of employment (induction and on-boarding) and regularly thereafter, each position should be assessed at the site as to the incumbent's (or future incumbent's) WHS responsibilities specific to the position. 	

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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 of 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"

Click on the right hand column "Not Applicable" to make a selection from the drop box. There is a new section for "Other" at the end of this section ie additional demands not clearly included in the lists below.

PHYSICAL DEMANDS – description (Comment)	FREQUENCY
	Job Demands Frequency Key
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining in a standing without moving about to perform tasks	Occasional
Walking – floor type; even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type; even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – Forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to performance tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15kg)	Infrequent
Lifting/Carrying – light lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward to raise above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Occasional
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulations – gripping, holding, clasping with fingers or hands	Frequent

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Working at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle.)	Frequent
SENSORY DEMANDS – Description (comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-rays, computer screen)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Occasional
PSYCHOSOCIAL DEMANDS – Description (comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Frequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patient/clients	Not Applicable
Exposure to Distressing Situations – child abuse, viewing dead/mutilated bodies	Frequent
ENVIRONMENTAL DEMANDS – Description (comment)	FREQUENCY
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trip, falls or eyestrain	Occasional
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Occasional
Confined Spaces – areas where only one egress (escape route) exists	Frequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Occasional
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Occasional

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Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Occasional
Other Demands –Description (comment)	
(consider if there are other particular issues not clearly described in the categories above)	

For further assistance please contact: Human Resources Business Partners – People and Culture

Tip: Save final version in HRC (formerly known as HRPM or TRIM) and request your HR Business Partner note in HRC notes section as having viewed

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